digital

From: **Self <nlanghar@cwmars.org>**
To: **MaryBethLitofsky@aol.com**
Subject: **Re: Trustee meeting: response**
Date sent: **Wed, 17 Dec 2003 11:15:37 -0500**

Mary Beth,

The Prince's letter was in Tuesday's mail, along with copies (unopened) to Building Committee and to Board of Trustees. Letter dated and postmarked Monday, Dec 15.

The snow-shoveller, Bill Manter, accepted the lower rate of $12.77/hour.

A copy of the RFD contract has been delivered to Town Hall for Sue Olsen and Greg Angelini, but Sue is now on vacation so I'm not sure when she'll see it.

The 12/22 meeting notice has been posted.

Board of Trustees Special Meeting
Agenda
Call to Order
Minutes approval diferred to Jan 14
Correspondence
Letter 12/15/03 from Richard and Karen Prince
Building Committee Report
Report of visit to Phillips Davis at
Fletcher, Tilton & Whipple
Old Business
New Business
Adjournment

Nick

Craig Leonard
20 Newell Hill Rd • Sterling, MA 01564
508·735·7273
cleonard@fas.harvard.edu

Selected Accomplishments:

MarketOne International • Maynard, MA 2002-present
Senior Market Analyst

- Formed relationships with senior executives; assessed needs of over 500 organizations in 10 countries; synthesized findings; presented client deliverables.
- Devised and deployed strategies directing client business development activities, targeting all industries; forged partnerships; generated revenue >$1M for clients.
- Contributed to organizing an educational event in Europe for a world-class information technology firm; generated 1000+ attendees from 5 countries.
- Clients include *IBM*, *Siebel Systems*, *Xerox*, *Cognos* and *EDS*.

National Network of Accountants • Boston, MA 2000-2002
Director, Preferred Provider Network

- Created and implemented an integrated marketing communications strategy to launch a new service division organized to market its parent company.
- Assembled, trained and motivated a team of employees who gained customers, delivered services and reinforced brand; increased revenue by $1.1 MM.
- Cultivated customer relationships and uncovered needs; tailored services, defined goals and planned actions; client base doubled each quarter.

Lexus/Toyota Financial Services • Westborough, MA 1998-2000
Customer Account Representative

- Managed approximately 250 customer accounts; rotated through customer service, corporate lending and credit departments; received service awards.
- Undert[redacted] entirely
- Trained and supported employees; implemented new procedures and systems.

Central Florida Investments (CFI) • Orlando, FL 1996-1998
Sales Executive, Westgate Resorts

- Assisted in building a sales team and methodology to market a newly developed resort property, sold-out inventory in 2 years; yielded highest CFI sales ratios.
- Stimulated the creation of an information system that integrated company-customer data; increased sales and strengthened customer relationships.
- Managed sales cycle; sold properties to international clients and was awarded bonuses for outstanding sales achievements; recognized as youngest associate.

Education:

- Harvard University Extension • Cambridge, MA
  Candidate for Certificate of Specialized Studies, Administration and Management Jan. / 2004
- Clark University • Framingham, MA
  Master's Certificate, Web/Multimedia Development 2002
- Worcester State College • Worcester, MA
  Bachelor of Science, Psychology · Dean's List 2000

In Addition:

MA and FL Real Estate Licenses • MA Life and Health Insurance Licenses • Fraternity Social Director • Volunteer Ski Instructor, *Youth Enrichment Services* • Marathon Runner • Cyclist

Boylston Public Library Board of Trustees Meeting Minutes
December 22, 2003

The meeting was called to order at 7:00 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault.

The purpose of this special Trustees meeting was to review the status of various building related items.

Legal Issues:

Mary Beth reviewed the highlights of a conversation that she and Sue Therriault had had with Phil Davis and Jim Burgoyne regarding legal issues concerning the new building and one of its abutters. They had suggested that we contact the Building Inspector to begin this process. Because of our fiduciary responsibility as elected officials, Mary Beth recommended that we go engage Fletcher, Whipple, and Tilton to represent the Trustees in any legal negotiations as a result of the building project. To engage this firm, we will need to work with Sue Olsen, Town Administrator, Greg Angelini, Town Counsel, and the Board of Selectmen to ensure that we properly follow the accepted procedures. It was moved and approved that the Trustees hire the firm of Fletcher, Whipple, and Tilton, and in particular James Burgoyne, to represent the Trustees in legal matters regarding the expansion of the library and contingent upon formal approval of Mr. Burgoyne as a special municipal employee.

Mary Beth will follow-up on the approximate cost of this engagement, with James Burgoyne on ensuring that there are no encumbrances with his engagement, with the Selectmen on the procedures to be followed, and with contact Tom Dillon on beginning to work with him on the Library Building project.

Angelo agreed to work with Nick on determining what monies (i.e. unrestricted Trustees funds) may be available to us for legal fees.

Chiller Placement Schemes:

There was considerable discussion about chiller placement options to ensure that all of the Trustees are up-to-date on the pros and cons of each scheme. Two options were eliminated (placement on the front lawn and placement at the back of the parking lot), thus leaving three options under discussion (the original placement at the back of the library, the north side of the library, and next to the entrance to the parking lot). The architects are targeting the January 9th Building Committee meeting to present their rendering of Scheme D. There was some discussion about the site plan concessions that we have made since the beginning of this project. Sue will check with Nick on whether or not he has maintained a log of concessions.

Mary Beth reviewed the letter that the Board of Trustees, the Building Committee, and other town boards and commissions received from Richard and Karen Prince. In the letter dated December 15th, 2003, Mr. And Mrs. Prince outlined their three major concerns: the parking lot, the water drainage system, and the noise from the chiller. Sue will respond to the Princes by December 29th, 2003 and invite them to Building Committee meetings.

Parking Lot

The situation with the parking lot cannot be decided until decisions are made relative to the chiller. Future discussion was therefore deferred.

Project Manager / Clerk of the Works:

Mary Beth reported that the Building Committee is recommending that the Trustees hire a project management firm to assist both the Trustees and the Building Committee on this building project. It was moved and approved to forward with the Building Committee's recommendation to selection process for hiring a project manager.

Groundbreaking is still being planned for Memorial Day.

The meeting was adjourned at 9:15 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Agenda

Trustees of the Boylston Public Library

December 10, 2003, 7:00pm

Call to Order

Approval of minutes of November 12, 2003

Treasurer's Report

Director's Report

Library:

'04 State Aid received: $3,630.32

Status of computer purchase

Snow shoveler hired: Bill Manter

Paula off until Dec. 30

Building:

First request for payment sent to MBLC: $493,842.

Architect's contract and first bill received

Draft of Hillside agreement in preparation

Hillside maintenance evaluation

Digitized by the Internet Archive in 2016

Building Committee report

Status of Clerk-of-the-Works/Project Manager

Chiller placement proposal

RFD asks $380 in design costs for chiller relocation

Status of parking lot design

Old Business

New Business

Adjournment

Next meeting: January 14, 2004, 7:00pm

https://archive.org/details/minutes1990boyl

Boylston Public Library Board of Trustees Meeting Minutes
December 10, 2003

The meeting was called to order at 7:02 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault, and Library Director Nick Langhart. Also present were Guests Sue Moore and Karen Prince.

The minutes of the November 12th meeting were approved.

The Treasurer reported no change to the accounts since last month. The Treasurer's report was approved.

Correspondence

No correspondence was received this month.

Director's Report:

Library:

Nick reported that the state aid of $3,630.32 had been deposited with the Town Treasurer. It is about $300 less than last year.

Nick updated everyone on the status of the computer purchase for the Children's Room, which is a gift from the Friends of the Library. This computer will be totally compatible with the Director's new computer and will be networked with the others at the library. Nick has spoken with Rudy Lambracht, who has volunteered to help us with technology in the new building.

With regard to hiring someone to shovel the walks and ramp in the event of a snow storm, Nick has engaged Bill Manter at $15 per hour to shovel only when it snows and only when the library is open. He has already shoveled once. The parking lot will still be done by the Town's Highway Department. Nick was notified of a problem with the hourly wage. Apparently, town employees are paid $12.77. Nick will follow-up with Bill to see if $12.77 is acceptable. He will also follow-up with Sue Olsen, Town Administrator, about whether or not Bill is covered under the Town's insurance policy in case of injury.

Paula Peterson has been on vacation and will be back on December 30th.

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Paula Peterson has been on vacation and will be back on December 30th.

Building:

Nick reported that we've requested our first payment from the MBLC. Donna Erickson, Town Treasurer, has resigned and the interim Town Treasurer is Ellen McKay, who is also the Town Treasurer is Shutesbury.

Nick also reported that he is in the midst of drafting a list of terms and conditions for the temporary space at Hillside. Mary Beth indicated that the Trustees need to formally request the use of the Hillside space from the Board of Selectmen. It was moved and approved that the Trustees consider the Hillside cafeteria as our first option for an interim library during construction and that we begin negotiations with the Town Administrator for using the space beginning in/around April 2004 for a minimum of one year. Nick will draft a formal statement to the Board of Selectmen with a cc to the Town Administrator.

Nick indicated that the vault material already at Hillside covers two rooms. Consequently, we will add the Town's material currently in our vault to their collection. He will not consider including this material in our temporary quarters at Hillside.

The architect's contract for completion of the construction drawings has been received. Nick will be reviewing it with the Contract Sub-committee (Angelo and Mary Beth) and with Greg Angelini, Town Counsel. It is a standard AIA contract. The scope of the work included the Design and Development drawings as well as meetings with various town boards and commissions: Library Building Committee, staff, Trustees, Building Inspector, Zoning Board of Appeals, Planning Board, Historic District Commission, Board of Health, Conservation Commission. Final design documents include: site plans, heating and ventilation, plumbing, fire protection, framing, roof, interior, furnishings, shelving, administration of the bidding process, and working with contractors, maintaining schedules, and public meetings. This phase will also include the production of the specification manual to be provided to all potential contractors. The first bill is for $5,000 for October 1 - November 15, 2003, but payment is not expected until after the contract is signed in January. It was moved and approved to have the Contract Sub-committee complete its review and sign the contract between January 1 and January 14, 2004.

Mary Beth indicated that the Building Committee has been discussing a hiring a project management firm and will be hosting a session on Friday, December 12, where a project manager from Netco will be providing some information on the role and responsibilities of a project manager versus those of a clerk of the works. This item will be on the agenda for our January meeting.

There was some discussion about the monthly reports that need to be filed with the state. It was agreed that Nick would prepare these monthly reports prior to the monthly Trustees meeting so that they could be reviewed and approved before they are sent along to the state. Nick had followed-up with Anne Larson regarding whether or not there is a deadline for the expenditure of state funds and/or the completion of the construction project. The MBLC would like to see a contract signed with a general contractor within nine months, however the state understands that each project is unique and will work with us in the event that this timing cannot be done.

Old Business:

<u>Building Committee:</u>

Mary Beth reported that two project management firms had been contacted – Netco and AFG. A presentation by Netco is scheduled for Friday, December 12th; AFG never called back. The West Boylston library had started with both a project manager and clerk of the works from the same firm and eventually settled on a single project manager becoming the liaison. The Building Committee had invited Netco to gather information about the differences between the two roles and then to determine what would be appropriate for our building project.

Mary Beth had put together a draft timeline that had been briefly reviewed with the Building Committee and will continue to be worked on by Mary Beth, Sue, and Jonathan.

To ensure that everyone is aware of the relationship between the Building Committee and the Board of Trustees, Mary Beth reiterated that the Building Committee was established under the auspices of the Board of Trustees and that it is the Building Committee's responsibility to recommend actions to the Board of Trustees but it is the fiduciary responsibility of the Trustees to make the final decisions with regard to the building.

There have been two meetings of the Building Committee since the last Trustees meeting. At one of the meetings, there was a decision about who would be considered voting members of the Building Committee, who would be Non-voting (or consultants) members, and who would be considered guests. Voting members include: Lynn Butler, President of the Friends of the Library; Rudy Lambracht, computer specialist; Mary Beth Litofsky, Chair of the Board of Trustees and the Building Committee; Doris Pearson, Board member from the Library Foundation; Marcia Priestley, member of the Board of Trustees; Angelo Scola, Treasurer for the Board of Trustees; and Sue Therriault, Secretary for both the Board of Trustees and the Building Committee. Non-voting members include Jon French, Architect; Nick Langhart, Library Director; Sue Olsen, Town Administrator; Paula Peterson, Assistant Director; and Jonathan Richmond, Architect. Both abutters, the Moores and the Princes, are considered guests.

Septic System:

Mary Beth reported that the library had obtained approval of its request for its certification being extended until November 27, 2004. We will need to have begun on the septic system by that date or have requested another extension.

Book Stacks:

Mary Beth indicated that Jonathan had reviewed the original building program put together by Cheryl Bryan where the number of book stacks was outlined. The architects have revisited this number and think that it is low. Because of the building footprint cannot be increased, they are looking at options for adding more stacks in the adult area. This item will be on the January meeting agenda.

Chiller:

Mary Beth reviewed the three to five schemes that are currently under discussion. Scheme A places the chiller at the north end of the building, partially submerged, with a walk-in

from the back, a stone retention wall and a slightly rotated leach field to accommodate the placement of the chiller. Sue Moore questioned why this option is still be considered if the two abutters do not want this alternative. Mary Beth stated that, since no decision has been made, all options need to be considered. Scheme B places the chiller at the front of the building, either partially or totally submerged. If submerged, there would be a grate over it and a ladder would be required to access it since there would be no access from within the building; there are concerns about moisture being a problem and affecting the structure of the building itself. If the chiller is placed above ground, then it could be an attractive nuisance for children as well as a safety issue. Scheme C places the chiller within the parking lot along the back but would take the space of three parking spaces. Three different heights (completely submerged, partially submerged, and walk-in) were discussed. Scheme D was presented at the last Building Committee meeting - a joint suggestion from Lynn, Nick, and Rudy - and places the chiller on the left side of the entrance into the library's new parking lot. This scheme was suggested because it would utilize the building itself as a noise buffer and would only eliminate one parking space. The Building Committee recommended that the Trustees approve the architects' developing plans and renderings of this option for discussion at subsequent Building Committee meetings. Mary Beth indicated that all of these plans would meet the state regulated noise levels.

Sue Moore cited the state regulation regarding noise levels vs. ambient noise levels during operating hours and reiterated that she has hired legal counsel. She also indicated that Scheme D seemed to be the most amenable assuming that the noise levels meeting the Mass DEP regulation and that there is a stone wall around it.

The cost for developing perspective drawings from the street is about $380. It was moved and approved to request the architects to develop these perspective drawings at a cost not to exceed $500.

Parking Lot:

No decision has been made about the parking lot because it is dependent upon the decision on the chiller. Some concern has been voiced by the Selectmen that, given that we are planning on a 90-seat meeting room, we will not have enough parking spaces. It was suggested that we contact the Congregational Church about using its parking lot for any overflow parking. It was also suggested that we may need a crosswalk because of this overflow parking area and that we would need to send a letter to the Selectmen to petition the state for this accommodation. It was noted that we can park on Route 70 as long as we stay within the white lines. Mary Beth had spoken with the head of the Congregational Church and we would need to formally request the Church's Board to utilize its parking area. In terms of the parking lot itself, the area will not be raised. The plan is to slope it downward with a drainage system underneath with filters to trap waste materials before they flow to the wetlands. There had been some discussion about a separate exit at the far end of the parking lot. The Building Committee eliminated this option because of potential safety issues. The architects still need to complete the line of sight drawings from the Common to the Princes and vice versa. The Princes are concerned about the town giving up the green space in the center of town, which they have expressed in a letter to the Trustees. They are also concerned about the wetlands and drainage and not generating any more water into their land. Mary Beth explained that there would be a complex drainage system under the parking lot that would control

and monitor the drainage into the wetlands and that the Conservation Commission would not allow us to negatively impact the wetlands area behind the library. Mrs. Prince indicated that she planned on writing a letter to the Conservation Commission and to the Board of Trustees outlining the Princes' concerns. Mary Beth suggested that Mrs. Prince and/or her husband obtain Building Committee meeting minutes from the library and feel free to attend its meetings. Sue Moore reiterated that, at the May town meeting, it was indicated that the library would not have parking on the north side of the library. It was decided to defer further discussion of the parking situation until a decision has been made on the chiller.

Executive Session:
A motion was made at 8:45 p.m. by Mary Beth Litofsky, seconded by Sue Therriault, and unanimously approved by all members, to adjourn to Executive Session in order to discuss the letter from Brackett and Lucas, counselors at law.

> **Present:** Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault
> **Subject:** Letter from Brackett and Lucas, counselors at law was discussed
> **Action:** No action was taken
> **Adjourned:** Motion was made by Sue Therriaut, seconded by Angelo Scola and unanimously approved to adjourn the Executive Session at 9:15 p.m.

The meeting was adjourned at 9:17 p.m.

The next regular meeting will be held on Wednesday, January 14th, at 7:00 p.m.

-Respectfully Submitted, Susan A. Therriault, Secretary

Boylston Public Library Board of Trustees Meeting Minutes
December 10, 2003

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-Respectfully Submitted, Susan A. Therriault, Secretary

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Agenda

Trustees of the Boylston Public Library
November 12, 2003, 7:00pm

Call to Order
Approval of minutes of October 8, 2003
Treasurer's Report
Director's Report
Library:
State Aid report signed and mailed 10/23/03
Attic winterized, vacuum cleaner repaired
Application for forestry grant referred to Sue Moore
Building:
MBLC construction contracts signed and sent, 10/15
Cafeteria space at Hillside inspected 10/29
Floorplan for Hillside drafted, furniture plan begun
Old Business
Building Committee: status of chiller, parking
New Business
Discuss terms and conditions for use of space at Hillside
Adjournment
Next meeting: December 10, 2003, 7:00pm

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library
November 12, 2003, 7:30pm

Call to Order
Approval of Minutes of August 13, 2003
Trustees Report
Centenary Celebration report
Foundation Report
Friends Report
Halloween event
Old Business
New Business
Adjournment

RIVERBEND
CONCORD, MASSACHUSETTS

LIST of OPTIONAL ADDITIONAL IMPROVEMENTS

1. KITCHENS

(a) G.E. 36-inch wide, Arctica Profile Side-by-Side 25.3 cu. ft., Stainless Steel with black trim, Model PSS25SGM (case depth without door = 28 inches).

Price: $2,100 including sales tax and installation in Buyer's Unit

(b) GE 36 inch wide, Arctica Profile Side-by-Side 22.6 cu. ft., stainless steel with black trim Model PSC 23 SGM (shallow case depth without door = 24 inches).

Price: $2,450 including sales tax and installation in Buyer's Unit

(c) Amana 33 inch wide, Easy Reach refrigerator 21.9 cu. ft. with pull out bottom freezer draw, stainless steel with black trim Model ARB2259CS (case depth without door = 28 inches).

Price: $1,825 including sales tax and installation in Buyer's Unit

2. WASHER/DRYERS

(a) Maytag Neptune Side-by-Side Washer and Electric Dryer, color: bisque, Model MAH5500 BWQ and MDE 5500AYQ.

Price: $1,795 including sales tax and installation in Buyer's Unit

(b) Maytag Neptune stacked Washer/Electric Dryer, color: white, Model MDE 5500 AYQ.

Price: $1,995 including sales tax and installation in Buyer's Unit

Agenda

Trustees of the Boylston Public Library
November 12, 2003, 7:00pm

Call to Order
Approval of minutes of October 8, 2003
Treasurer's Report
Director's Report
- Library:
  - State Aid report signed and mailed 10/23/03
  - Attic winterized, vacuum cleaner repaired
  - Application for forestry grant referred to Sue Moore
- Building:
  - MBLC construction contracts signed and sent, 10/15
  - Cafeteria space at Hillside inspected 10/29
  - Floorplan for Hillside drafted, furniture plan begun

Old Business
- Building Committee: status of chiller, parking

New Business
- Discuss terms and conditions for use of space at Hillside

Adjournment

Next meeting: December 10, 2003, 7:00pm

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library
November 12, 2003, 7:30pm

Call to Order
Approval of Minutes of August 13, 2003
Trustees Report
- Centenary Celebration report

Foundation Report
Friends Report
- Halloween event

Old Business
New Business
Adjournment

Boylston Public Library Board of Trustees Meeting Minutes
November 12, 2003

The meeting was called to order at 7:00 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestly, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault, and Library Director Nick Langhart.

The minutes of the October 8th meeting were approved.

The Treasurer reported a balance of $6115.08 as of October 8th. We have not yet received the reimbursement from the Boylston Arts Council and we are awaiting the clearing of the $1000 payment to CW/Mars. The Treasurer's report was approved.

Correspondence

No correspondence was received this month.

Director's Report:

Library:

Nick reported that the state aid report has been completed, signed and mailed to the MBLC at the end of October. We have once again met the minimum requirements for state aid.

Nick also reported that the attic has been winterized and the vacuum cleaner has been repaired (by Nick).

The Library will need to hire someone to shovel and plow the walkways and parking lot. Nick will follow-up on this item.

Nick mentioned that he had received grant information from the MBLC about forestry grants from the state Department of Conservation and Recreation. This grant is for $40,000 and must be matched. It is intended for designing programs for wildlife areas, making trails, etc. He had passed this information along to Sue Moore.

Building:

Nick reported that the MBLC construction contracts were signed and sent on October 15th. .

Nick also indicated that he and Angelo had inspected the temporary space at Hillside to be used for the library on October 29th. He has drafted a potential floorplan, has begun to put

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together a furniture plan, and is putting together a list of issues that will need to be resolved before the library moves into this space. This list includes a leak in the ceiling, access requirements and concerns to the other parts of the municipal building. Per an informal agreement with the Town Administrator, the library would only pay for utilities (e.g. heating and electricity). Lynn Butler, a member of the Building Committee, will be meeting with Donahue about storage space in his facility. Both Nick and Paula are in the process of putting together a layout of what will be taken to temporary quarters and what will be put into storage. Nick also mentioned that he had toured the Sterling Library's temporary space.

Old Business:

Building Committee:

Mary Beth reported that Sue Moore, one of our abutters, attended the Building Committee's last meeting and considers herself part of the committee. Sue Olsen, Town Administrator, contacted Town Counsel Greg Angelini about the appropriateness of Sue Moore being part of the Building Committee. According to Mr. Angelini, an abutter cannot vote or sit at the table as a participant to discuss any issues directly impacting her as an abutter since it would be a conflict of interest. As a guest, she may comment on topics but cannot vote. This issue will be dealt with at the next Building Committee meeting where Sue Moore will need to choose between being a member of the committee and needing to recuse herself during discussions directly impacting her and being a guest at this open public meetings. Additionally, there will be further discussion at the Building Committee on the makeup of that committee and who can vote on issues and who cannot.

To ensure that everyone is aware of the relationship between the Building Committee and the Board of Trustees, it was reiterated that the Building Committee was established under the auspices of the Board of Trustees and that it is the Building Committee's responsibility to recommend actions to the Board of Trustees but it is the fiduciary responsibility of the Trustees to make the final decisions with regard to the building.

Chiller:

Mary Beth also mentioned that a key issue to be discussed at the November 14th Building Committee meeting is the chiller. An engineer has been invited to attend to discuss the possibility of utilizing geo-thermal. We cannot make a significant change in our building plans without contacting the MBLC because of the regulations surrounding the grant monies from the state.

Septic System:

Mary Beth reported that the septic system certification that we had received in November 2001 lapsed in November 2002. We have sent a letter to the Board of Health to have this certification extended for two years. It will be presented at the Board of Health meeting on November 24th.

Parking Lot:

There has been no recent communication with the Princes about the parking lot. From the MBLC perspective, the ideal number of parking spaces would be 1/400 sq ft. However, the ultimate decision will reside with the Building Inspector. There was considerable discussion about different options for entry and exit from the new parking lot based upon drawings that the architects had done, the pros and cons of each scenario, the impact that each would have on the neighbors and on the number of parking spaces. It was noted that having a separate entry and exit has safety issues associated with it and that the state had recommended 33 spaces. We need to consider appropriate landscaping to minimize the look of asphalt.

The meeting was temporarily adjourned at 7:33 p.m. due to a joint meeting of the Board of Trustees, the Friends of the Library, and the Library Foundation.

The meeting was called to order again at 8:30 p.m. with all members present.

There was further discussion around options with both the chiller and the parking lot with no decisions made.

New Business:

There was some discussion around the terms and conditions for the use of space at Hillside for the temporary relocation of the library during construction.

Mary Beth mentioned that, at the last Building Committee meeting and based upon discussions that both she and Nick have had with librarians who have gone through building projects, the committee had agreed to investigate the roles of both a project manager and a clerk of the works. Two one-hour presentations from two different firms are being planned for subsequent Building Committee meetings.

The meeting was adjourned at 9:05 p.m.

The next regular meeting will be held on Wednesday, December 10th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

The Target Box will display:
C:\Millennium\iiirunner.exe
Place your cursor at the end of exe, type space and the server name.

The Target Box will display:
C:\Millennium\iiirunner.exe ip=cmars.cwmars.org or
C:\Millennium\iiirunner.exe ip=wmars.cwmars.org
depending on the server you wish to connect to.

3. Rename the icon to indicate the server.

NOTE: It is not necessary to include the server name in the original Innovative Millennium icon. That icon was created from your initial connection to Millennium and knows the correct server name.

Please share this information with your staff.

Joan

Joan Kranich, C/W MARS
Tel: 508-755-3323, x25
Email: jkranich@cwmars.org

Agenda
Trustees of the Boylston Public Library
October 8, 2003

Call to Order
Approval of Minutes of September 10, 2003
Treasurer's Report
Request for $1,000 to pay C/W Mars for new port installation
Director's Report
Library:
Gates Foundation computer installed. Sept 23
Farmathon will be Oct 11, 12 & 13
6 page Binder mailed 9/22
Town has requested CORI forms from staff, volunteers
Report on Town Dept Heads meeting, 10/3
State Aid report due 10/24
Insurance Advisory Committee
Building:
JR & NL's visit to the Prince's, 9/24
Vote certifications and funds letters sent to MBLC
Construction contracts have arrived

Old Business
Personnel Evaluations
Naming committee status

New Business
Nominate building committee
Process for signing MBLC contracts

Adjournment
Attachments:
Librarian's Report, September
Jonathan Richmond: Construction schedule
Recent newspaper articles

Next meeting: Wednesday, November 12, 2003, 7:00pm.

Boylston Public Library Board of Trustees Meeting Minutes
October 8, 2003

The meeting was called to order at 7:03 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestly, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault, and Library Director Nick Langhart.

The minutes of the September 10th meeting were approved.

The Treasurer reported a balance of $7115.08 as of September 11th. The $600 invoice to the artist was paid and will be reimbursed by the Boylston Arts Council. The Treasurer's report was approved.

Correspondence

We received a congratulations card from the staff of the West Boylston Library.

In addition, Nick mentioned that there had been a follow-up article in the Boston Globe West on the approval of the town monies for the addition/renovation, but there was nothing in the Worcester Telegram and Gazette.

Director's Report:

Library:

Nick mentioned that the Friends of the Library had given the Library $2000. The Trustees approved the $1000 expense for a new port for internet access into C/Wmars and $1000 for a computer for the Children's Librarian. Sue volunteered to write a thank you letter to the Friends of the Library on behalf of the Trustees. Marcia mentioned that she may have a computer that she would be willing to donate to the library for use by the Library Director.

Nick indicated that the Gates computer had been installed on September 23rd and was working well.

The Farmathon will be held at Tower Hill on October 11, 12, and 13. Judy Friebert is heavily involved in this annual event.

The Binder, the Library's newsletter, was mailed out on September 22nd, just in time for the Town Meeting on September 29th thanks to Nick and Gail Langhart. It consisted of several articles on the specifics about the renovation/addition, its tax impact, and a special section thanking those people who had helped over the past several years.

The Town has requested CORI forms from library staff and volunteers. All staff have completed the form that allows individual's backgrounds to be investigated.

Boylston Public Library Board of Trustees Meeting Minutes
October 8, 2003

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The Town has requested CORI forms from library staff and volunteers. All staff have completed the form that allows individual's backgrounds to be investigated.

Nick reported on the recent meeting held on October 3rd of Town Department Heads facilitated by Town Administrator Sue Olson. Twelve department heads attended. Nick reported on the construction timetable, our recent computer upgrades, the role of the proposed meeting room, and the situation with the vault. There was some discussion about the possibility of a town-wide equipment sale. There was some discussion about the possibility of utilizing available space at Hillside as temporary quarters during construction and the potential for space at AMSA on Rt. 140. There was also discussion about the town becoming a 'municipality' and the viability of the Town House as a facility. Housekeeping and groundskeeping are common problems.

The state aid report is due on October 24th.

Nick had received a letter from the town requesting a replacement for Paula Peterson on the Town's Insurance Advisory Committee. No one on the staff is interested. Mary Beth suggested that Nick find out what the format and purpose of the committee is before going the next step.

Building:

Nick reported on the amiable visit that he and Jonathan Richmond, architect, had had with the Princes on September 24th. The Princes have requested that we reduce the number of parking spaces proposed so that the parking lot is not within their sight line to Main Street. This is an early topic to be considered by the Library Building Committee.

After the voter approval on September 30th, Nick had put up thank you signs in front of the library along with balloons.

The vote certifications received from Sandy Bourassa, Town Clerk, and funds letters had been faxed to the MBLC.

The construction contracts have been received.

Old Business:

Nick has completed all of the personnel evaluations that he has had to write. Mary Beth will be completing his evaluation. Mary Beth and Sue will meet with Nick on the staff's evaluations. No date has yet been received on when these evaluations need to have been given.

Angelo is the chair for the Building's Naming Committee. Peggy St. John has copies of the pledge forms where donors had the opportunity to request a naming opportunity. Peggy, who did a good job of organizing all of the data, has resigned from the Foundation. The Naming Committee can wait until the new treasurer assumes that responsibility.

At it last meeting, the Foundation announced its plan for new officers for the 2003 - 2004 year. They are: Maureen Linell Rafferty for President, Letty Ridinger for Vice-President, Cathy Trahan for Clerk, and Judy Pugh and Pat Brissette for co-Treasurers.

New Business:

Mary Beth requested participants for the Library's Building Committee. Mary Beth, Sue, Angelo, and Nick will continue; Marcia volunteered as well. Other suggested committee members include Lynn Butler from the Friends, a member from the Foundation, Sue Olson as the Town Administrator, Rudy Lambracht for his computer expertise, a contractor, and a lawyer. Mary Beth will speak with Jonathan Richmond as well. There was some discussion about the role of a project manager vs. that of the clerk of the works. A project manager's duties are more comprehensive. Either or both will be needed when we go to bid. The first meeting of the Building Committee will be held on Friday, October 17th, at 1:00 p.m. at the Library; a backup date is Friday, October 24th, at 1:00 p.m.

Process for signing MBLC contracts includes signatures by Mary Beth as Chair of the Trustees, Angelo as Treasurer for the Trustees, and Nick as Library Director.

The next Foundation meeting will be held on October 22nd.

Sue will send formal thank you letters from the Trustees to both the Friends of the Library and the Library Foundation for all their efforts over the past year.

Sue mentioned that the library's website as part of the town's website is still an issue because of the lack of support to move in changes. Jean Therriault has recently taken a course in website management and is willing to be the webmaster for the library's website. Sue will follow-up once more with Sue Olson.

The meeting was adjourned at 8:30 p.m.

The next regular meeting will be held on Wednesday, November 12th, at 7:00 p.m., with a joint meeting of the Trustees, Friends, and Foundation to follow at 7:30 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Agenda
Trustees of the Boylston Public Library
September 10, 2003

Call to Order
Abutter issues with guest Sue Moore
Approval of Minutes of August 12, 2003
Treasurer's Report
Director's Report

Library:
- Gates Foundation computer wiring is installed
- Personnel evaluations nearly done
- Summer reading concluded, Farmathon will be Oct 11& 12
- ARIS report submitted, State Aid report due Oct 24
- Response to insurance report
- Hosted office hours for McGovern, 7/12; Naughton, 8/29

Building:
- Abutter mitigation meetings and plans
- Upgrades cost list done
- Tax impact statement received
- Newsletter in preparation

Old Business
- Capital campaign report

New Business
- Policy on reciprocal borrowing -postpone
- Voter list in preparation
- Strategy for FinComm mtg, Monday, Sept 15
- " " Library Forum, Wed, Sept 17

Adjournment

Attachments:
- Librarian's Report, July & August
- Costs to upgrade facilities …w/o an addition
- Recent newspaper articles
- Centralities, July & August

Next meeting: Wednesday, October 8, 2003, 7:00pm.

Boylston Public Library Building Fund Capital Campaign
Confidential Questionnaire

Please Read to Respondents: Thank you for taking the time to complete this survey. The purpose of this questionnaire is to gather information on the proposed Boylston Public Library expansion and renovation project. This information is needed to fulfill the requirements of several grant applications and also provides the library with important and timely feedback. Your responses to the questionnaire are not commitments and will be kept confidential within the Capital Campaign leadership.

To Interviewer/Scribe: If there are two respondents, please record their responses separately as Respondent 1 and 2. All relevant comments should be recorded on the sheet. Additional comments can be added in the notes section at the end of this survey. Please return all completed surveys to Jan Seymour.

	Interviewer's Name
	Date
	Respondent 1 Name

	Scribe's Name
	Location
	Respondent 2 Name

Respondent 1		Respondent 2		
Yes	No	Yes	No	Have you read the Library Case Statement?
Yes	No	Yes	No	Do you use the Boylston Public Library?
				If Yes, how often do you use it?
				Are there other household members that use the library and what is their relation to you?

Boylston Public Library Board of Trustees Meeting Minutes
September 10, 2003

The meeting was called to order at 7:03 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestly, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guest Arthur Moore.

Mr. Moore was present to speak to his issue regarding the proposed chiller for the new addition to the library. He indicated that his wife Sue had visited the Carlisle Library as suggested by the architects and Trustees and found that the chiller installed for that building was quite noisy. He requested that the proposed chiller for the Boylston Library addition be placed in front of the building rather than at the rear of the building. Mary Beth reviewed options that had been discussed with the architect, which included positioning the chiller in the front of the building, behind the proposed addition, and on the roof. Nick had also investigated various options with architectural acoustics including the unit itself, its immediate surrounding area, and its placement. This information has been passed along to the architects and he has purchased books on architectural acoustics for further investigation. Mr. Moore reiterated his request to have the chiller in the front of the building. The Trustees indicated that positioning the chiller in the front of the building would detract from the aesthetics of the building but would work with the Moores to resolve this issue. Mr. Moore left the meeting. Mr. Moore returned to the meeting later to state that the only option satisfactory to the Moores is to place the chiller at the front of the building and that they are prepared to obtain the services of a lawyer to ensure that the chiller does not affect the Moores' quality of life and property value. Mr. Moore then left the meeting. Mary Beth indicated that she would contact Sue Olsen, Town Administrator, and Greg Angelini, Town Counsel, regarding the potential litigation.

The minutes of the August 12th meeting was approved.

The Treasurer reported a balance of $7713.60 as of August 14th. The Treasurer's report was approved.

Correspondence

There was no correspondence.

Director's Report:

Library:

Nick presented a bill for a concert held in the summer of 2002. It appears that the artist was never paid. The library will be reimbursed by the Boylston Arts Council. The Trustees approved a motion to pay for this bill from library funds until the reimbursement is received from the Arts Council. To avoid future problems, Nick, as Library Director, will be handling the bills rather than the Children's Librarian.

Nick suggested that a thank-you letter be sent to the Friends for their support of Children's programs and the computer for the Children's Room. It was approved by the Trustees.

The computer from the Gates Foundation has been received and Paul O'Connor, library volunteer, is helping with the installation and setup.

There was some discussion about the performance appraisals being prepared on the staff. All except one have been prepared pending a final date from the Town Administrator.

Judy Friebert, Children's Librarian, has been involved once again in the annual Shades of Autumn event sponsored by Tower Hill.

Nick reported that he has completed the ARIS report required by the state.

Nick has addressed one of the insurance report concerns regarding a fire suppression system for the book deposit box. He has installed a metal box, which he himself had built. The Trustees thanked him for his workmanship.

Nick indicated that both Congressman McGovern and Congressman Naughton had hosted public sessions at the library.

Building:

Nick reported on the situations with the two abutters. The Moores are concerned about the chiller planned for the back of the building and the Princes are concerned about the parking spaces. Discussion had already occurred regarding the Moores concerns. Jonathan Richmond is making arrangements with the Princes to do a 'line of sight' perspective from the Princes' home to Main Street to better understand the parking space issue.

The Library newsletter is nearly complete and will be going to press and distribution prior to Town Meeting. Its focus is on thanking people in town who have contributed to the building program and to update everyone on the specifics (tax impact, etc.) to be voted on at Town Meeting.

Old Business:

Mary Beth reported that the Capital Campaign raised over $180,000 in private donations. In addition to the Fuller Foundation grant of $300,000, we have also received a grant of $2,000 from the Greater Worcester Community Foundation through the Atkins Community Education Trust thanks to Bud and Cynthia Lane. Mary Beth will be send a formal letter of appreciation to both Foundations.

New Business:

Mary Beth reminded everyone of upcoming meetings: On Monday, September 15th, we will be meeting with the Finance Committee at 7:00 p.m. and on Wednesday, September 17th, we will be sponsoring an Open Forum at the library at 7:00 p.m. Foundation members, Friends, and Trustees are encouraged to attend the open forum. Jonathan Richmond, our architect, also plans to attend the open forum. In preparation for Town Meeting and Ballot Vote, a calling campaign is being planned for September 26th, 27th, and 28th. Sue Therriault is putting together a script that can be used by callers and Cathy Trahan is coordinating the volunteers. All Trustees volunteered to call voters that weekend. WBAC is being contacted to video the Open Forum for subsequent viewing on cable. Flyers and Frequently Asked Questions are being updated and distributed. The sign in front of the library had been updated to draw passers-by attention but probably needs to be revisited. Suggestions should be emailed to Mary Beth.

There was some discussion about the upcoming meeting with the Finance Committee. Mary Beth and Nick will pull together the tax impact pages, the increase in cost to the operating expenses after the addition/renovation, and the increase in costs without the town vote due to expenditures for repairs and maintenance that will need to be made to the existing building.

The meeting was adjourned at 9:35 p.m.

The next regular meeting will be held on Wednesday, October 8th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Boylston Public Library Board of Trustees Meeting Minutes
August 12, 2003

The meeting was called to order at 7:02 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestly, Cathy Richard, Angelo Scola, and Susan Therriault.

The minutes of the June 11th and July 9th meetings were approved.

The Treasurer reported a balance of $7711.75 as of July 10th. The Treasurer's report was approved.

Correspondence

There was no correspondence.

Director's Report:

There was no Director's report.

Old Business:

Mary Beth and Sue had met with Mark and Jan Fuller of the Fuller Foundation earlier in the afternoon about the library's grant application. Mary Beth had just heard that the Fuller Foundation has agreed to donate $300,000 to the library's renovation and expansion project, payable in three $100,000 installments - 2004, 2005, and 2006 - contingent upon the town funding the project at its special town meeting and ballot at the end of September. A formal letter will be sent to the library after August 28th when the Fuller Foundation Board formally votes the grant. Mary Beth will send a personal thank you note to Mark and Jan Fuller for our meeting and a formal thank you upon receipt of the formal letter from the Fuller Foundation.

Mary Beth also reported that she had spoken with Donna Erickson, Town Treasurer, about her running the tax impact numbers.

The Board of Selectmen will be meeting on August 18th and we should find out if the Board will be hosting an open forum on the warrant articles.

To date, the Capital Campaign Committee has raised $130,000 from private donations. Solicitation letters were sent o business in July. Preparations are being made for the End of the Capital Campaign Celebration to be held at the library on Tuesday, August 19th, from 6:30 - 8:30 p.m. Persis Hamilton and Doris Pearson are coordinating the event. Postcards are being mailed on August 12th to all townspeople notifying them of this event, of the Town Meeting on September 29th and of the Town Vote on September 30th.

There was some discussion about the library's website. Sue had heard back from Gary Fleischer but he has not yet updated the website. Marcia indicated that she would get information about how the library could obtain its own website domain and be able to update its website whenever rather than waiting from Gary to update it.

Discussion of the reciprocal borrowing policy was deferred for two months.

New Business:

Mary Beth presented two versions of the proposed article(s) for the September town meeting. Everyone agreed that a single article with three sections is less confusing than three separate articles. After much discussion, the following text was approved by the Trustees:

> ARTICLE: To see if the Town will vote to appropriate the sum of $1,800,000 for the purpose of renovating the Public Library building and constructing an addition including the cost of equipping and furnishing the same, as well as architectural/engineering and other expenses incidental thereto; and that to meet such appropriation, the Town Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of $1,800,000 under and pursuant to Chapter 44, Section 7, of the Massachusetts General Laws as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the Town therefore, payable in accordance with said C. 44; and that the Board of Trustees of the Library are hereby authorized to apply for and accept any state, federal, or private grants that may be available to defray all or part of the cost of said design, construction, and equipping.

The article must be submitted to the Town Administrator by August 21st. It will be printed and distributed to all townspeople prior to the Special Town Meeting on September 29th. Other articles anticipated to be on the warrant is the final approval of the FY2004 town budget and a potential additional amount for the school's operating expense budget.

Mary Beth is drafting a keynote article for the Library's September newsletter thanking everyone for their efforts and donations.

Sue suggested that, once the tax impact schedule is available, we put together something that indicates the cost per year in tangible terms (e.g. number of books or CD purchased, number of videos rented).

The question of the vault was raised. Plans still include moving the contents of the vault to Hillside and removing the vault from the basement of the library.

The meeting was adjourned at 8:45 p.m.

The next regular meeting will be held on Wednesday, September 10th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Agenda
Trustees of the Boylston Public Library
July 9, 2003

Call to Order
Approval of Minutes of June 11, 2003
Treasurer's Report
Correspondence
Thank-you from Linda Sokolowski
Director's Report
Library:
Gates Foundation computer wiring needed
Personnel evaluations have arrived
FY '03 year-end budget report
75 attend whale program kick-off of summer reading
ARIS meeting was June 18, report due Sept 3
Building:
Report from architect on DD, vault

Old Business
Fuller Foundation application status
Capital campaign report

New Business
Policy on reciprocal borrowing

Adjournment
Attachments:
Librarian's Report
4 recent newspaper articles
Centralities

Next meeting: Wednesday, August 13, 2003, 7:00pm.

From: **SATherriau@aol.com**
Date sent: **Sun, 10 Aug 2003 13:51:51 EDT**
Subject: **Re: Trustees minutes - July & June**
To: **nlanghar@cwmarsmail.cwmars.org**
Copies to: **MaryBethLitofsky@aol.com**

Nick, here are the July minutes. You should already have a copy of the June minutes from our July meeting. Thanks. Sue T.

Boylston Public Library Board of Trustees Meeting Minutes
July 9, 2003

The meeting was called to order at 6:34 p.m.

Present: Trustees Mary Beth Litofsky, Cathy Richard, Susan Therriault, and Library Director Nick Langhart.

Since there was no quorum present, the minutes of the June 11th meet was deferred until the August meeting. In addition, there was no Treasurer's report since Angelo was not present.

Correspondence

A thank you note from Linda Sokolowski for the appreciation gift was passed around.

Director's Report:

Library:

Nick indicated that special wiring is needed for the Gates Foundation computer. He is awaiting a call from CW/Mars regarding the port and will be contacting Paul O'Connor for his expertise.

Nick indicated that he had just received the personnel evaluations, about a month after all the other town departments. Nick and Paula will be handling all the staff evaluations. Mary Beth and the Trustees will

handle Nick's evaluation.

Nick reported that he FY2003 budget is closed and that he only gave back $1.00 to the town. He is in the process of setting up the FY2004 books.

The summer reading program kickoff was very well attended; 75 people attended the whale program held at the Town House.

Nick attended the ARIS meeting held on June 18th. The statistical report is due to the MBLC by September 3rd; the financial report will be due later.

Building:

Nick reported that the architects are about half-way through the requested design and development changes and that they plan to have an engineer checkout the situation with the vault in the basement.

Old Business:

Mary Beth updated everyone on the status of the Fuller Foundation grant application. The Foundation had met in late June, after the unexpected death of Russ Fuller. They had reviewed our application, forwarded a letter requesting additional information on our plans for the septic system, and tabled our request until their fourth quarter meeting. Mary Beth and Walter Karpowski, President of the Library Foundation, responded to Mark Fuller on July 8th. They indicated that the end of the Library's Capital Campaign will be August 19th and that, in order for the Town to receive the $1.6 million grant from the state, the Trustees must go to town meeting prior to November 7th for the remainder of the monies.

Mary Beth also updated the group on the Fletcher grant. The Fletcher Foundation does not support public library and municipal building projects. The Library Foundation has received over $110,000 in private donations from citizens and businesses. There will be other informational meetings on July 15th from 12 - 1 and 7 - 8. August 19th will be the closing of the capital campaign and a celebration is planned for that evening at the library.

Nick indicated that the fall library newsletter will be moved up to August and that the lead article will be by Mary Beth on the building expansion/renovation.

New Business:

Because of a lack of quorum, the policy on reciprocal borrowing was deferred until the August meeting.

Nick updated the group on the senior tax abatement program, where seniors can obtain $750 off their real estate bills by working for a town department. Both Helen Madore and Marge Collins work at the library under this program.

The meeting was adjourned at 7:23 p.m.

The next regular meeting will be held on Wednesday, August 13th , at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

GLOBE WEST
01/19/03

BOYLSTON

FALL VOTE ON LIBRARY LIKELY — Supporters of a proposed library expansion will ask voters for $1.5 million at a fall Town Meeting in order to match money from the state. A special Town Meeting may be held in September, and proponents need to secure matching money before Nov. 7 to begin collecting the $1.6 million promised by the state, library director Nick Langhart said. The entire project will cost $4.1 million, with part of the costs to be covered through fund raising. Between January and June 6, library supporters raised $108,000 from individuals and community organizations, and they will next turn their attention to asking area businesses for contributions, Langhart said.

Worcester Telegram June 20, 2003

Library aiming to expand by 2005

By Kevin Keenan
TELEGRAM & GAZETTE STAFF

BOYLSTON — Local philanthropist Salome E. White had a library designed, built and delivered to the town in 1904, all for free.

A century later, the library is much the same — though 30,694 books occupy a space designed for 5,000. Patrons, friends and trustees of the library are pushing to get an expansion and renovation project started.

A $4.1 million renovation and expansion is planned that would more than triple the size of its century-old library and keep it kosher with the town's historic district. Plans call for the building to remain the same height and retain the historic character that make it a focal point of the town's center. Portions of the exterior will be built with native fieldstone.

In May 2001, town meeting voters approved a renovation and expansion project. Supporters are now raising funds and are under pressure to raise most of it by this fall.

The town is eligible to receive a $1.6 million state grant for the library if it matches that amount by November. Library Director Nicholas Langhart said the town will likely put a question to the voters this fall asking to borrow $1.5 million for the project.

"It has been a recognized need for over 20 years," Mr. Langhart said. "Today the need is greater and the community is larger." Costs for the project include $3.2 million for the building construction and renovation, $800,000 for landscaping, paving and related costs; and $100,000 for moving costs and establishing a temporary operation during construction.

Library supporters aim to break ground early next year and finish the work in early 2005.

The 4,000-square-foot library would be expanded to 14,000 square feet, and increase the seating capacity from 10 to 50 people. The plans call for a new multipurpose meeting room that could accommodate 90 people, and a smaller activity room and an eight-person local history/meeting room.

The project would add several computers and bring the library into compliance with the Americans with Disabilities Act. A parking lot would be nearly doubled to accommodate 33 cars.

The renovation would be sensitive to its location in Boylston's historic district, according to plans submitted by the Boylston Public Library Foundation, a nonprofit group formed to raise money for the project. The group formed in the 1980s to initiate a renovation and expansion of the library, it never happened. The group has raised more than $350,000 since its formation.

The only major renovation to library since it opened in 1904 was the conversion of the basement to a children's room in 1976.

Globe West
THE BOSTON GLOBE THURSDAY, JUNE 26, 2003
Bolton, Boylston, Hudson, Marlborough, Maynard, Northborough, Shrewsbury, Southborough, Stow, Westborough

BERLIN, BOYLSTON

Push is on for library projects

Two towns facing deadline to secure grants from state

By Brian Boyd
GLOBE CORRESPONDENT

Having failed to get voter approval in May, proponents for a new library in Berlin are requesting a special Town Meeting in the fall, while in Boylston supporters of a library expansion plan to ask voters for $1.5 million at a special Town Meeting — also possibly in the fall.

Both groups face a Nov. 7 deadline to raise matching money in order to secure state grants.

And both groups face the difficult task of asking taxpayers for money in lean economic times.

"We will need to convince the voters of the urgent need, and we are very aware of the economic climate," said Nick Langhart, Boylston's library director. "We are committed, and we're going to try to see this through."

'We are committed, and we're going to try to see this through.'
NICK LANGHART
Boylston library director

Boylston library proponents will seek the $1.5 million at a Town Meeting, possibly in September, so that they can obtain $1.7 million promised by the state. They are seeking donations to help pay for the project, estimated to cost $4.1 million altogether.

At a May 5 Berlin Town Meeting, more people voted in favor of a new library than against — 138 to 120 — but the tally fell short of the two-thirds majority required. Library officials want the town to borrow $1 million, to be spent along with $900,000 in state money building their library.

Hoping to overcome the two-thirds hurdle, the Library Building Planning Committee asked for a special Town Meeting, and the request will be on the selectmen's agenda when they meet at 7 p.m. Monday in the town offices at 23 Linden St., according to selectmen secretary Peggy Sardell.

A fall Town Meeting in Berlin is likely with or without a vote on the library, since officials expect to revisit the budget once they receive final word on state aid.

Both towns' libraries are too small and do not com-

LIBRARIES, Page 5

Push on in 2 towns for library projects

► LIBRARIES
Continued from Page 1

ply with the Americans with Disabilities Act mandating access for handicapped individuals, according to officials.

Anyone entering the Berlin library must climb "steep" steps, which impede access not only for people with disabilities, but also for the elderly and for parents with strollers, said library director Randy Kafka. And getting to the children's room requires a descent down "treacherous steps," she said.

At 3,000 square feet, the building has little room for activities, she said. "It's tiny," Kafka said. "It's what real estate people call 'charming.' It's nonaccessible, and if you can get in, once you get in, there is nowhere to sit down."

The proposed new library on South Commons would have more than 7,000 square feet.

In Boylston, library staff must schedule special events at the Town House — away from the books — because the library's space is so constrained, Langhart said.

The children "are not exposed to our collection in relation to our programs, which is one of the reasons we do the programs," he said.

Moreover, patrons use a library as "a reading room, not just as a depository of books," Langhart said, but in Boylston, the tight space means patrons cannot easily browse.

The library, built in 1904, is also burdened with outdated plumbing and electricity, and has only one computer available to the public, he said.

Plans to expand Boylston's library call for increasing its space from 4,000 to 14,000 square feet.

The failure at Berlin's May Town Meeting could be reversed next time if supporters get their side out to vote, provide for voters' child-care needs, and offer rides to Town Meeting, Kafka said.

"We're continuing to get the word out about the upcoming vote and make sure all supporters are able to come to the meeting," she said. "We definitely have enough people to support the project."

Boylston proponents are holding a series of informational meetings this summer, with the next one scheduled for July 15, noon to 1 p.m. and 7 to 8 p.m., at the library.

A key selling point, Langhart said, is the chance to take advantage of state money, which is not threatened by cuts in state spending.

"We have an opportunity before us, which expires Nov. 7, to utilize $1.7 million," he said. "If we fail to do so, the award will be withdrawn, and we would be forced to begin the application process all over again."

The state only funds library construction grants about every five years, so missing the opportunity this year would delay construction by several years, Langhart said.

Going ahead with the expansion in a sluggish economy could have the benefit of lower construction costs, he said.

"We may get better construction value for our dollar than we would in higher economic times," he said.

Brian Boyd can be reached at boyd@globe.com.

BANNER 7/3/03

Library ready to answer questions about addition

By Sandy Meindersma
BANNER CORRESPONDENT

BOYLSTON — Ask them anything about the proposed library addition and they'll tell you.

Whether you want to know what the addition will look like, what enhancements will be made to the existing structure, how much money the town needs to raise or how to make a donation of stock, the Friends of the Library and the Library Trustees are sponsoring informational sessions at the Library each month so that community members may ask their questions in a friendly, informal setting.

Meetings are scheduled for the third Tuesday of July and August, from 12 to 1 p.m. and 7 to 8 p.m.

Recently, Trustee Sue Therriault and library friend Cathy Trahan answered a variety of questions about the proposed addition. Addressing concerns raised by residents about the aesthetics and the effect of the addition on residents who live in the historic district, Therriault said they have considered the plans multiple times. The proposed plan is the best way to mitigate the concerns that have been brought forward to date, Therriault said.

"We'll seriously consider any options that someone brings to us," Therriault said. "We want people to be happy with the library."

Trahan spoke about the ongoing fund-raising efforts. The town needs to raise $2.1 million, which will be accomplished through a combination of grants, donations and taxes.

"We sent out a mailing to all the residents in town in early May, and we've received an excellent response," Trahan said. "So far, we've received over $110,000 in donations from the mailing alone."

"We've also applied for a number of grants, from large and small organizations," Therriault added. "We're waiting to see what happens, and hoping for the best."

Trahan also shared that they are beginning a corporate appeal and will be asking both the small local businesses as well as larger businesses with a presence in town.

A model of the proposed addition is on display at the library, along with a summary of the major improvements. The next informational session is scheduled for July 15.

Agenda
Trustees of the Boylston Public Library
June 11, 2003

6:30

Call to Order

Comments to Board by Delora Yilmaz, age 10

Approval of Minutes of May 14, 2003

Treasurer's Report

Correspondence

Thank-you from Priscilla O'Connor

Director's Report

Library:

Thank you to Lynn Butler for extraordinary library cleaning
Gates Foundation computer is here, training was June 6 at WPL
Library closed Friday, July 4th, shall we close on the 5th, too?
Director's vacation scheduled for July 13-26

Building:

Report of loss control representative
Brief talk at Men's Breakfast at Congregational Church 6/3

Old Business

Fuller Foundation application submitted / Capital Campaign update
Cat policy

New Business

Approval of Trustees FY '04 meeting dates
Election of FY '04 Board officers
Rt 70 cleanup sponsorship by Trustees
Status of website script

7:30 with Foundation Board and Friends officers

Town will build vault at Town Hall
Presentation by architects of recent design changes
Authorization for completion of Design Development

Adjournment

Attachments:

Trustee's FY'04 meeting dates
Librarian's Report
Centralities

Next scheduled meeting: Wednesday, September 10, 2003, 7:00pm.

Boylston Public Library Board of Trustees Meeting Minutes
June 11, 2003

The meeting was called to order at 6:30p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Susan Therriault, Library Director Nick Langhart, Children's Librarian Judy Friebert, and Guests Lynn Butler, Delora Yilmaz, and Wendy Wood Yilmaz. At 7:30 additional guests included Pat Ermhaussen, Maureen Linell, Jan Mecca, Cathy Trahan and architect Jonathan Richmond.

The meeting began with a presentation by Delora Yilmaz, age 10, on the reasons that the neighborhood cat should be permitted into the library – teaching children about the library and cats, ridding the library of rodents, and creating a homey atmosphere. Judy indicated that she had spoken with the Board of Health and suggested that a sign be placed on the door indicating that there is a cat within the library and that it will be removed if the patron is concerned. Mary Beth thanked Delora for her great presentation and outlined the reasons why the Trustees had voted to not allow the cat into the library – patrons who are allergic to cat dander, liability concerns with people who may be startled by the cat. Mary Beth once again thank Delora for her fine presentation and indicated that the Trustees would take her suggestions under consideration. Discussion of the policy itself was deferred to later in the meeting.

The minutes of the May 14th meeting were approved.

The approval of the Treasurer's report was deferred until the July meeting since Angelo was not present.

Correspondence

A thank you note from Priscilla O'Connor for the appreciation gift was passed around.

Director's Report:

Library:

The Trustees and Library Director thanked Lynn Butler for the extraordinary cleaning that she had done in the library prior to Memorial Day.

Gates Foundation computer has arrived; support service is included. The training was held on June 6th at WPI. It will be kept in the children's room and an additional port will be obtained from CW/Mars.

With the July 4th holiday on Friday, Nick requested that the library be closed on Saturday, July 5th. The Trustees approved the closing provided that the staff was okay with it.

Nick's vacation will be July 13th – 26th.

Nick has completed the required reference course and received his certificate. He has one course in Administration left and plans to complete it in the spring of 2004.

Building:

Nick indicated that the insurance company's loss control representative had not been able to access the inside of the library. The recommendation is for a central station for smoke detection and a fireproof container for the mailslot. Nick is looking into them.

Nick indicated that the Selectmen had notified all town departments that the special town meeting will be held at the end of September or early October once the FY04 budget is reset based upon the situation with state monies. Until then, the town department heads are asked to spend sparingly.

Nick had done a brief talk at Men's Breakfast at Congregational Church on June 3rd; it has been well received.

Old Business:

Mary Beth indicated that the Fuller Foundation application for a $500,000 grant for the expansion/renovation of the library was submitted two weeks ago. The Foundation meets in June and August and we have indicated that we are available should there be any questions.

With regard to the policy about permitting the neighborhood cat into the library, two additional letters had been received by the Trustees – one from Maria Danis and another from Lynn Butler, President of the Friends. Both confirmed the argument that permitting the cat into the library did not enable patrons allergic to cat dander to utilize library books and services and that there are people who are uncomfortable around animals. Further, Lynn, representing the Friends, indicated that the cat should not be encouraged to enter or stay within the library. After additional discussion among the Trustees, the Board voted the following policy: In order to ensure that the public library is welcoming to all patrons and is as free of hazards as possible, the Trustees enact a policy that excludes live animals from the library building (except those involved in specific programs and agreed to by the Library Director) because the Board finds that they may offend some patrons, may elicit allergic reactions, and may present a potential accidental injury. It was further voted that Nick look into a screening solution to the back door so that the neighborhood cat cannot get into the library and that, if the cat accidentally enters the library, it be immediately removed.

New Business:

The Trustees approved the Trustees FY04 meeting dates as presented with the addition of two meetings in the months of July and August – the second Wednesday of each month.

The Trustees approved the reelection of its current slate of officers: Chairperson Mary Beth Litofsky, Vice Chair Cathy Richard, Secretary Sue Therriault, and Treasurer Angelo Scola.

Mary Beth presented the idea of the Trustees sponsoring a two-mile cleanup of a section of Rt 70 under the state's Adopt a Highway program. The states provides two signs (Boylston Public Library) at the beginning and end of the section, all the materials required, pick-up at the location for the trash collected. Volunteers are required to watch a safety video, sign a waiver, wear the appropriate attire, and follow the stringent safety rules. Cleanup occurs 6 – 8 times each year between April 15 and November 15; we will determine the dates, which are usually about once a month. No one under 11 is allowed; for the 11 – 15 year olds, there must be a 4:1 ratio of children to adults; and for the 15 – 18 year olds, there must be a 6:1 ratio of children to adults. Mary Beth volunteered to organize the effort. The contract with the state is up for renewal each year. The Trustees voted to approve this effort.

With regard to the status of website content, Nick and Mary Beth both provided changes. Lynn Butler will get back to Sue on the content of the Friends section. Upon receiving all the content, Jean Therriault will contact Gary Fleischer about updating the website. There was some discussion about the possibility of the library obtaining its own domain names ($107 per year) so that we can control the updating of the website.

Discussion with Foundation Board, Friends Officers, and Architect Jonathan Richmond

Mary Beth indicated that the Board of Selectmen voted to have a town vault built at the Town Hall, eliminating the need for retaining the town vault within the basement of the library.

Architect Jonathan Richmond reviewed proposed changes in the building plans that have been discussed with the Building Design Review Committee. These changes included the removal of the vault, the 90+ person meeting room, the meeting room only being available when the library is open or when previous arrangements have been made, the parking lot changes, the placement of the air conditioning unit, landscaping, and lockers for use by town organizations. After considerable review of the changes by the Trustees and guests, the Trustees voted to authorize the completion of the design and development for the expansion and renovation per the discussion at a cost of $7500. This item will be included in the Foundation's next board meeting.

With regard to an update on the Capital Campaign, Mary Beth indicated that Jan Seymour, chair of the Development Committee, is stepping back from the campaign for the next couple of months. The Committee will continue its private solicitation efforts including a campaign to contact the 165 businesses in town.

Letty mentioned that there will be a 'battle of the bands' at the Bay Path Barn on June 27th with a portion of the proceeds going to the Library's Building Fund.

The meeting was adjourned at 9:15 p.m.

The next regular meeting will be held on Wednesday, July 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

7/8/03

Boylston Public Library Board of Trustees Meeting Minutes
June 11, 2003

The meeting was called to order at 6:30p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Susan Therriault, Library Director Nick Langhart, Children's Librarian Judy Friebert, and Guests Lynn Butler, Delora Yilmaz, and Wendy Wood Yilmaz. At 7:30 additional guests included Pat Ermhaussen, Maureen Linell, Jan Mecca, Cathy Trahan and architect Jonathan Richmond.

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Respectfully Submitted, Susan A. Therriault, Secretary

Agenda
Trustees of the Boylston Public Library
May 14, 2003

Call to Order
Approval of Minutes of April 9, 2003
Treasurer's Report
Correspondence
Thank-you from Paula Peterson
Director's Report
Library:
New FAX installed, furnace tuned
Archival research for Friends, Eastwoods and Fullers done
Building:
Design Review met 5/9 on sign, parking, alternative entrances
Meeting with Richard Prince 5/13
Recent vote on state grant acceptance sent to Anne Larsen
Certification course, 'Reference', underway
Old Business
Design Considerations

New Business

Adjournment

Attachments:
Librarian's Report
Centralities

Next Meeting: Wednesday, June 11, 2003, 7:00pm.

and the certificates required by law to be returned to the Secretary of the Commonwealth 15
the Clerk of Courts for the County of Worcester and the Town Clerks of the Eleventh Worcester Representative District having been filled out signed, attested, and sealed, according to law. And all other requirements of law relating to elections having been complied with the meeting was dissolved by.

George L. Wright
Montraville Hagg
Nathaniel L. Kendall
} Selectmen of Boylston

A true Record Attest George L. Wright
Town Clerk

Proceedings of Meeting for Town Business Novr 7. 1899

Pursuant to the foregoing warrant the inhabitants of the town of Boylston qualified to vote in town affairs met at the time and place appointed and the meeting being legally opened the following Business was transacted to wit.

Article 1. George A. Hastings was chosen Moderator.

Article 2 The Chairman of the Selectmen presented and read the following extract from the will of the late Parmilla W. Sanderson of Clinton.

"To the Town of Boylston Mass. a tract of ninety (90) acres of woodland in the east part of Boylston which may be sold at the discretion of said town the proceeds of sale to be applied as follows viz, the income of One hundred and fifty dollars ($150. for the perpetual care of the cemetery lot of Levi M.

VOL
REC
MS

Boylston Public Library Board of Trustees Meeting Minutes
May 14, 2003

The meeting was called to order at 6:45 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, and Guest Lynn Butler.

The minutes of the April 9th meeting were approved with one change – the date should have been April 9th, not April 4th.

The Treasurer's report was approved. Angelo reported that there had been no additional expenditures. The only expense was the appreciation gift certificates to the library staff that totaled $560.50.

Correspondence

Two thank you notes – from Paula Peterson and Cheryl Newcomb – had been received and were passed around.

Director's Report:

Library:

Per Nick, the new fax machine has been installed and the furnace has been tuned.

Nick has also done some archival research for the Friends for the Memorial Day Celebration of the library's 100th birthday. He also did additional research on the Eastwoods property and the possible past donations to the library from the Fuller family.

Mary Beth updated everyone on the rationale for the library's inclusion in the town warrant article concerning various property in town to be named as conservatory. The Eastwoods property was included and, after several conversations with various people in town and doing research on the property, no one was certain that the parcel of land in the article was the same as that mentioned in library archives. Consequently, the library was mentioned in the discussion at town meeting.

With regard to Article 21 at town meeting, Mary Beth had withdrawn the article on the town meeting floor because it was not written correctly. It had mentioned a revolving account with a maximum expenditure of $60,000; however, the nature of a revolving account means that no more than 10% of last year's budget can be spent. Given our plans for a library renovation/expansion in the near future, this type of account will not work. The Town Accountant will open a separate, interest-bearing account for our use on this project and, upon the authority of the Trustees, will pay for any expenses for this project from this account

through the town's voucher process. The Foundation's Capital Campaign donations are also being kept in a separate capital campaign fund, not mingled with its general fund donations.

Building:

The Building Design Review (BDR) Committee met on May 9th with the architects to review the new plans for the meeting room and other changes that they had made.

Jonathan Richmond, one of the architects, had put together a proposed design for the temporary sign that will indicate our progress with the building fund campaign. Connors Signs in West Boylston provided a quote of $485 and agreed to have it installed by Memorial Day. The Foundation will be approached to pay for the cost of the sign.

Nick had met with Richard Prince on May 13th. Mr. Prince had proposed the idea of his either donating or selling a portion of his property that could be used for parking as opposed to extending the lot to the road, which would be visible from his home. There is some concern that this land may be wetlands and therefore unusable as a parking lot. With regard to the issue with the air conditioning unit's proposed location at the rear of the building and the proposal by the Moores that it be moved to the front of the building, a couple of Trustees had spoken with Historic District Commission members, who had informally indicated that they would not support/approve this move.

At the BDR meeting, Jon French, one of the architects, had provided a few renditions of moving the primary entrance to the library to the front of the building on Rt. 70. After reviewing these drawings and considerable discussion, the Trustees decided to accept the current design as is and it was so approved.

The town meeting vote to accept the state construction grant monies by the town has been sent to Anne Larsen of the MBLC.

Nick is embarking on his Reference course, which is required for his library certification.

Capital Campaign:

Mary Beth updated everyone on the situation with the Kresge Grant. Jan Seymour, Sue Therriault, and she had had a conference call with Kresge. Because of the timeline that we have with the state construction grant requirements and Kresge's timeline of 6 – 8 months to use its grant money as a matching for private donations, the library's application could not be accepted. We were told, however, that if our situation changes, then we could apply again.

Mary Beth and Jan had met with the Fullers on the possibility of a Fuller Foundation grant. Its Board meets in June and August and would be willing to consider a proposal, which will be put together by the end of May. Two other grants are being considered – The George Alden grant and the Fletcher grant. Other suggestions for grants included the Bill and Melinda Gates Foundation and checking into other national grants.

With regard to other Foundation activities, the town-wide mailing is being done and about $75,000 in private donations has been received. Also on the docket will be a strategy to approach businesses in town.

Old Business:

No old business was discussed because this meeting was abbreviated due to the joint meeting of the Trustees, Foundation, and Friends following.

New Business:

No new business was presented.

The meeting was adjourned at 7:37 p.m.

The next regular meeting will be held on Wednesday, June 11th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Boylston Public Library Board of Trustees Meeting Minutes
May 14, 2003

The meeting was called to order at 6:45 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, and Guest Lynn Butler.

The minutes of the April 9th meeting were approved with one change – the date should have been April 9th, not April 4th.

The Treasurer's report was approved. Angelo reported that there had been no additional expenditures. The only expense was the appreciation gift certificates to the library staff that totaled $560.50.

Correspondence

Two thank you notes – from Paula Peterson and Cheryl Newcomb – had been received and were passed around.

Director's Report:

Library:

Per Nick, the new fax machine has been installed and the furnace has been tuned.

Nick has also done some archival research for the Friends for the Memorial Day Celebration of the library's 100th birthday. He also did additional research on the Eastwoods property and the possible past donations to the library from the Fuller family.

Mary Beth updated everyone on the rationale for the library's inclusion in the town warrant article concerning various property in town to be named as conservatory. The Eastwoods property was included and, after several conversations with various people in town and doing research on the property, no one was certain that the parcel of land in the article was the same as that mentioned in library archives. Consequently, the library was mentioned in the discussion at town meeting.

With regard to Article 21 at town meeting, Mary Beth had withdrawn the article on the town meeting floor because it was not written correctly. It had mentioned a revolving account with a maximum expenditure of $60,000; however, the nature of a revolving account means that no more than 10% of last year's budget can be spent. Given our plans for a library renovation/expansion in the near future, this type of account will not work. The Town Accountant will open a separate, interest-bearing account for our use on this project and, upon the authority of the Trustees, will pay for any expenses for this project from this account

through the town's voucher process. The Foundation's Capital Campaign donations are also being kept in a separate capital campaign fund, not mingled with its general fund donations.

Building:

The Building Design Review (BDR) Committee met on May 9th with the architects to review the new plans for the meeting room and other changes that they had made.

Jonathan Richmond, one of the architects, had put together a proposed design for the temporary sign that will indicate our progress with the building fund campaign. Connors Signs in West Boylston provided a quote of $485 and agreed to have it installed by Memorial Day. The Foundation will be approached to pay for the cost of the sign.

Nick had met with Richard Prince on May 13th. Mr. Prince had proposed the idea of his either donating or selling a portion of his property that could be used for parking as opposed to extending the lot to the road, which would be visible from his home. There is some concern that this land may be wetlands and therefore unusable as a parking lot. With regard to the issue with the air conditioning unit's proposed location at the rear of the building and the proposal by the Moores that it be moved to the front of the building, a couple of Trustees had spoken with Historic District Commission members, who had informally indicated that they would not support/approve this move.

At the BDR meeting, Jon French, one of the architects, had provided a few renditions of moving the primary entrance to the library to the front of the building on Rt. 70. After reviewing these drawings and considerable discussion, the Trustees decided to accept the current design as is and it was so approved.

The town meeting vote to accept the state construction grant monies by the town has been sent to Anne Larsen of the MBLC.

Nick is embarking on his Reference course, which is required for his library certification.

Capital Campaign:

Mary Beth updated everyone on the situation with the Kresge Grant. Jan Seymour, Sue Therriault, and she had had a conference call with Kresge. Because of the timeline that we have with the state construction grant requirements and Kresge's timeline of 6 - 8 months to use its grant money as a matching for private donations, the library's application could not be accepted. We were told, however, that if our situation changes, then we could apply again.

Mary Beth and Jan had met with the Fullers on the possibility of a Fuller Foundation grant. Its Board meets in June and August and would be willing to consider a proposal, which will be put together by the end of May. Two other grants are being considered - The George Alden grant and the Fletcher grant. Other suggestions for grants included the Bill and Melinda Gates Foundation and checking into other national grants.

With regard to other Foundation activities, the town-wide mailing is being done and about $75,000 in private donations has been received. Also on the docket will be a strategy to approach businesses in town.

Old Business:

No old business was discussed because this meeting was abbreviated due to the joint meeting of the Trustees, Foundation, and Friends following.

New Business:

No new business was presented.

The meeting was adjourned at 7:37 p.m.

The next regular meeting will be held on Wednesday, June 11th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Agenda

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library

May 14, 3003
7:30pm

Call to Order

Approval of Minutes of February 12, 2003

Trustees Report

Eastwoods "Library Lands" update
Passing over Article 21 at Town Meeting
Proposition 2-1/2 override possibility
Update on grants
Centenary Celebration report

Foundation Report

Capital Campaign update
Fundraising sign report

Friends Report

Memorial Day activities
Summer Reading Program

Staff Report

2003 Farmathon will include libraries in Boylston, Shrewsbury, Clinton and Berlin
Gates Foundation computer ordered

Old Business

New Business

Setting future joint meeting dates

Adjournment

Boylston Public Library Joint Meeting of the Board of Trustees, the Library Foundation Board, and the Friends of the Library - Minutes
May 14, 2003

The meeting was called to order at 7:33 p.m.

Present:
Trustees: Mary Beth Litofsky, Marcia Priestley, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault
Foundation Board Members: Persis Hamilton, Walter Karpowski, Maureen Linell, Jan Seymour
Friends Board Member: Lynn Butler
Guest: Cathy Trahan

Mary Beth Litofsky welcomed everyone for its third joint meeting.

The minutes from the February 12, 2002, meeting were approved.

Trustees Report:

Mary Beth updated everyone on two of the articles from the annual May town meeting. The first concerned the Eastwoods property in which the library was mentioned as owning a parcel of the land being requested as conservation land. After some research, it was determined that, although the library had hired people to cut down trees on the property during the 1930's, the parcel of land does not belong to the library. Bud Lane has taken special interest in this situation and will continue to follow-up on the land ownership question. The second article was Article 21, which was withdrawn on the town meeting floor because it was not written correctly. It concerned the establishment of a revolving account to handle the disbursement of funds for the construction project. A separate account can be set up anytime to ensure that there is no co-mingling of funds.

A Proposition 2-1/2 override remains a possibility. At this point, the town is uncertain as to when it will need to call a special town meeting to finalize the FY2004 town budget due to the problem with state funding which is still being reviewed by both the State Senate and House; this special town meeting is anticipated for sometime in the fall. There is some question about whether the library's construction article could be done in a special town meeting prior to the Selectman's special meeting or whether both would go together. In either case, work needs to be done to ensure that we are well-prepared with answers to any anticipated questions and that we prepare townspeople for the special town meeting and potential vote. The Trustees will keep in touch with the Selectmen throughout the summer to ensure that we are in sync.

Development Committee Report:

Mary Beth and Jan updated everyone on the situation with the Kresge Grant. Jan Seymour, Sue Therriault, and she had had a conference call with Kresge. Because of the

timeline that we have with the state construction grant requirements and Kresge's timeline of 6 - 8 months to use its grant money as a matching for private donations, the library's application could not be accepted. We were told, however, that if our situation changes, then we could apply again. The Fuller Foundation proposal will be submitted within a couple of weeks. We are still planning to apply for the Alden Grant and the Fletcher grant.

Plans are continuing for the Centenary Gala to be held in March 2004. Private donations to the Building Fund are currently at $84,708, with a recent receipt of a single $15,000 donation. Cathy Trahan, co-chair of the Calling Committee, coordinated the town-wide mailing of 1378 packages of materials including the case statement, the pledge forms, and a cover letter requesting support.

Approval has been obtained by the Trustees for the erecting of a temporary sign on the library's front lawn that will indicate the progress that is being made with donations to the capital campaign. Connors Sign Company in West Boylston will create and install the sign before Memorial Day. The cost is $485 ($100 was deducted from the original quotation because it is for the library.) and the request for payment by the Foundation will be on the agenda at its next meeting. Everyone recognized Jonathan Richmond, who had designed the sign pro bono, and Mary Beth Litofsky, who made it happen, for their efforts.

Informational sessions will be held throughout the summer on the third Tuesdays of the month (May, June, July, and August) from 12 - 1 p.m. and from 7 - 8 p.m. at the library. Flyers are being posted around town. The first session will be held on May 20th.

Friends:

Lynn updated everyone on the Memorial Day festivities. She is preparing a short presentation for WBAC. Donna DiPilato plans to do the filming at the library during the first informational session on May 20th. Preparation for the day includes wrapping birthday gifts, moving books from the attic to the first floor on Saturday, May 24th, and setting up the candles on the 24th and/or the 25th (time to be determined). Summer activities at the library include a summer reading program kickoff on June 28th, a program entitled Art is My Bag on June 17th, a puppet workshop on July 15th, an old-fashioned lemonade stand for the August 19th informational meetings, and a book swap for children in grades 1 - 9.

The meeting was adjourned at 9:00 p.m.

The next meeting of the Joint Boards will be held on Wednesday, August 13th, at 7:30 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary, Board of Trustees

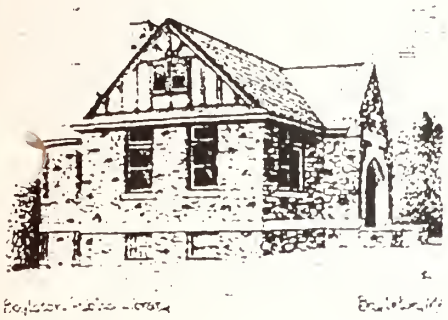
Agenda
Trustees of the Boylston Public Library
April 9, 2003

Call to Order
Approval of Minutes of March 12, 2003
Treasurer's Report
Correspondence
Memo from MBLC on seminar: "How to do the Annual Appeal"
Director's Report
Library:
FinComm approves FY'04 library budget
Fireproof safe delivered from Foundation
Met with Deb Richardson of Boylston Garden Club
Appreciation letters and certificates for staff ready to go
Building:
Met with Kathy Trahan and Carl Sharpe on public presentations
Model to be shown at BHS on 4/10, to Bolton Lib 4/14 with JR
Current design drawings sent to Anne Larsen
Old Business
Development Committee update
Additional article for May Town Meeting warrant
Reports re: other libraries use of naming opportunities
New Business
Ideas to recognize the pro bono work of Jonathan Richmond
Adjournment

MIIA Videos: "Conducting Public Meetings", "Employment Practices"

Attachments:
Draft of additional warrant article
Librarian's Report
Invitation to April 26 "Annual Appeal" seminar
Centralities

Next Meeting: Wednesday, May 14, 2003, 7:00pm, followed by joint meeting with Foundation Board



BOYLSTON PUBLIC LIBRARY FOUNDATION, INC.
P.O. Box 102
695 Main Street
Boylston, Massachusetts 01505-0102
Telephone: 508 869-2371
Fax: 508 869-6195

Library Trustees
Mary Beth Litofsky, Chair
Catherine Richard, Vice Chair
Angelo Scola, Treasurer
Susan Therriault, Secretary
Marcia Priestly
Letty Ridinger

Foundation Directors
Walter G. Karpowski, President
Peggy M. St. John, Treasurer
Maureen Rafferty Linell, Clerk
Patricia Brissette
Donna DiPilato
Pat Ernshausen
Persis Hamilton
Janice Mecca
Doris Pearson
Virginia Rice
Letty Ridinger
Janice Seymour

nds Officers
n M. Butler, President
Christine Longvall, Vice President
Margaret Sieber, Treasurer
Maria Danis, Clerk

Library Director
Nicholas Langhart

Campaign Report
March 20, 2003

Annual Appeal

Residents:	$12,265.00
Business:	$ 3,075.00
Matching Gifts:	$ 225.00
Organizations	$ 1,100.00
Charitable Trusts	$ 1,000.00
Total to Date	$17,665.00

Capital Campaign

Total Pledges $27,750.00

4 Members - $100 - $999
5 Subscribers - $2,500 - $4,999
1 Donor - $5,000 - $9,999
1 Sponsor - $10,000 - $14,999

Total Paid on Pledges	$3,950.00
Direct Gifts	$3,250.00
Total Received	$7,200.00

Boylston Public Library Board of Trustees Meeting Minutes
April 4, 2003

The meeting was called to order at 7:01 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, Library Director Nick Langhart, and Guest Jan Seymour.

The minutes of the March 12th and the March 31st meetings were approved.

The Treasurer's report was approved. Angelo reported that there had been no additional expenditures. He had returned the misprinted checks. He had no information on the Fleet CD, which expires in April 2004; it is a 2-1/2 year CD at $9700. Mary Beth reported that she had purchased mall Visa cards for the staff in appreciation of their efforts over the past year, per approval at the previous meeting. The Trustees approved an additional expense of $10.50 to cover the cost of the cards; the total came to $460.50.

Correspondence

Nick mentioned that the MBLC will be presenting a seminar on "How to do an Annual Appeal." In addition to mentioning it to the Trustees, Letty agreed to share this memo with the Foundation's Board at it next meeting.

Development Committee Update

Jan Seymour distributed copies of the Fact Sheet that must be completed for the Kresge Grant and requested guidance from the Trustees on the section entitled Funds Available. She stressed the importance that everyone on the boards of Trustees, Foundation, and Friends have contributed or pledged. Questionnaires to be completed by all donors were also distributed and should be returned to Jan. It was approved unanimously by the Board of Trustees to initiate the process to apply for a grant from the Kresge Foundation. Further, it was approved to request from the town in the form of long-term financing an amount between $1.25 and $1.5 million. The final decision will be made in the fall in advance of a special town meeting.

There was some discussion about a potential loan opportunity through the U. S. Department of Agriculture (USDA). Both the Rutland library and the West Boylston library had obtained loans through this source. The suggestion will be brought to Donna Erickson.

Director's Report:

Library:

The Finance Committee has approved our FY2004 library budget request, conditional on the vote at town meeting. The town budget to be presented at the May town meeting

BUFFONE EVENT CALENDAR

284 LAKE AVENUE, WORCESTER, MA 01604

FMC FACILITY MANAGEMENT CORPORATION

APRIL 2003

MON	TUES	WED	THUR	FRI	SAT	SUN
	1 **PUBLIC SKATING** 10AM-12PM	2 **PUBLIC SKATING** 10AM-12PM **STICK TIME** 12-1PM	3 **PUBLIC SKATING** 10AM-12PM **STICK TIME** 12-1PM	4	5	6
7 **PUBLIC SKATING** 10AM-12PM **STICK TIME** 12-1PM	8 **PUBLIC SKATING** 10AM-12PM	9 **PUBLIC SKATING** 10AM-12PM **STICK TIME** 12-1PM	10 **PUBLIC SKATING** 10AM-12PM **STICK TIME** 12-1PM	11 **PUBLIC SKATING** 10AM-12PM 8-10PM **STICK TIME** 12-1PM	12	13
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28	29	30				

Camp Ice

Register Today!

April 21-25, 2003

June 23-August 29, 2003

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will be a temporary (i.e. working budget) until the situation with the state budget has been clarified, probably in late August. There are plans to have another town meeting in the fall to approve the final budget.

A fireproof safe to be used to keep all Foundation business has been delivered to the library.

Nick met with Deb Richardson from the Boylston Garden Club; Deb asked what the Garden Club could do for our site. Suggestions included the purchase of a rain barrel for watering plants and/or the purchase of the water sprinkler system that would be a great addition to the new building's site.

Mary Beth and Nick indicated that the appreciation letters and certificates for staff are ready to go. They will be given to the staff during National Library Week.

Building:

Nick indicated that he had met with Cathy Trahan and Carl Sharpe about doing presentations of the planned renovation/expansion to various groups in town.

The model for the proposed library addition will be shown at the Boylston Historical Society on April 10th for their program on the History of Boylston. The model will also be traveling to the Bolton Library, which is planning an addition to the rear of its existing building.

Nick also mentioned that he had received a request from someone at the Westwood Library for a recommendation for Richmond, French Designs.

Nick indicated that he had sent current design drawings to Anne Larsen, who is disappointed in our decision to continue with the primary children's entrance/exit through the main floor. Additionally, Jonathan Richmond indicated that he had tweaked our drawings and that they are ready for review by the Design Review Committee; Nick will schedule the meeting.

Old Business:

Jan Seymour and Mary Beth Liftofsky provided an update from the Development Committee. The case statement is nearly ready for print. The first tier of people to be called has been completed and the second tier is beginning. There will be a meeting on April 10th. Cathy Trahan and Carl Sharpe have been co-chairing the solicitation sub-committee and are preparing to do presentations to various groups and clubs in town, including the Men's Breakfast at the Congregational Church, the Garden Club, the seniors, the Grange. The kickoff for the public phase of the capital campaign will be Memorial Day and events for the day are being spearheaded by Lynn Butler, President of the Friends. The suggestion has been made to erect a temporary sign on the front lawn of the library that will indicate

BUFFONE EVENT CALENDAR

284 LAKE AVENUE, WORCESTER, MA 01604

FMC FACILITY MANAGEMENT CORPORATION

APRIL 2003

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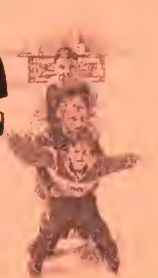
Camp Ice



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the amount of donations that have been received and are still needed. Approval needs to come from both the Historic District Commission and the Board of Selectmen. The Trustees approved the concept of erecting a sign on the front lawn that will indicate our progress in raising funds for the capital campaign. The suggestion has also been made to hold monthly informational meetings at the library during the months of May, June, July, and August (the third Tuesday of each month at 12 – 1 p.m. and 7 – 8 p.m.) to provide information and awareness to attendees and answer any questions that arise. The suggestion was made to accompany these informational meetings with some fun activities such as an old-fashioned lemonade stand or balloons, etc.

Nick and Mary Beth updated everyone on the need to include an additional article on the May town meeting warrant to accept the grant monies from the state and to keep those monies in a separate town account. It was approved by the Trustees that an article be constructed and included in the May town warrant to enable the Town of Boylston to accept the $1,646,139 public library construction program grant from the MBLC. It was also approved to include an article outlining the separate account to be set up by the town for these monies.

At the March Trustees meeting, field assignments had been given to each Trustee to investigate the use of naming opportunities by other libraries. A few libraries had hung plagues in the entryway with major donors' names, some libraries had put small plagues on everything from rooms to tables and chairs, while others had not put up any plagues naming donors. Since the need is not urgent, it was decided to defer any decision on this item but to continue to do low-level investigation of area libraries.

New Business:

Mary Beth mentioned that Jonathan Richmond has continued to do pro bono work for the Trustees and the Capital Campaign has needs have arisen. The Trustees acknowledged that both Jonathan Richmond and Jon French have gone above and beyond in providing ideas, suggestions, and effort towards various facets of the building project.

The Trustees then viewed two videos – "Conducting Public Meetings" and "Employment Practices" – and signed the appropriate form.

The meeting was adjourned at 9:45 p.m.

The next regular meeting will be held on Wednesday, May 14th, at 7:00 p.m, followed by a joint meeting with the Library Foundation Board at 7:30 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

BUFFONE EVENT CALENDAR

284 LAKE AVENUE, WORCESTER, MA 01604

APRIL 2003

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BOT meeting Notes - 4/9/03

NL

CCA 7&2 Present: MBL, AC, MP, LR, CR, ST + JS

Treas Report $9,782 (Designation request). MBL on Stott gift wants a check put from Trustees that MSP wants to MBL

Jan: Exchange Grant

How much to ask Tr for?
Trustee solicitation
fact sheet for Trustee approval

42,000 from C.R families now MSP to apply to Kresge

Dir Rpt: Budget temp will be approved in May Tr mtg approval final in Sept, hopefully not Oct

CS 2/3 Dev Comm Update

set DRC Indicator on Event loom as January recipient MSP
Nick Reitzell, Chem, HDC must approve

→ get book, stock photo, Boston

Public Phone Solicitation sub committee Ask Tue 12-1, 7-8 at lib open houses
advertised by posters, Banner, etc

Additional article for Warrant: ~~$ amount~~, ~~Use of~~ article for a depository for Public Lib Const Program MSP

→ 1) grants and other funds
3) $100,000 not 20,000 (take out "personal $") can we put articles next to one another on the warrant?

Gov
Naming Opportunities:

9/22 JR pro bono recognition

ARTICLE 20. To see if the Town will vote to establish a revolving account in accordance wi Chapter 44, Section 53E1/2 of the Massachusetts General Laws, to be utilized for the followin purposes:

1. To be the depository for grants received by the Library Trustees for matching funds fo Governor of Massachusetts Public Library Construction Program S2271.
2. To authorize expenditures from said fund to pay engineering, advertising and procurer costs associated the Library Construction process.
3. To set the annual expenditure limit at $20,000.
4. To have the Library Trustees be the only board authorized to expend funds from said account; or take any action relative thereto.

Sponsor: Board of Library Trustees

Finance Committee Comments: Finance Committee will make its comments at the Town Meeting.

Boylston Public Library Board of Trustees Meeting Minutes
March 31, 2003

The meeting was called to order at 7:45 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault.

This special meeting of the Board of Trustees was called to make a decision on whether to present the article requesting capital funds for the renovation/expansion of the existing library on the warrant for the annual May town meeting or to wait until a special town meeting to be held in the fall of 2003. A chart outlining to pros and cons of May vs. September was presented. After considerable discussion, the Trustees approved the withdrawal of the article approved at the March 12th Trustees meeting and submitted for the annual town meeting in May to request the town to appropriate $2.2 million, to authorize the Town Treasurer to borrow the $2.2 million, and to allow the Trustees to accept any private and state grants and any private donations. It was further decided that, in advance of requesting the special town meeting in the fall, more concise wording be constructed for the warrant article.

The meeting was adjourned at 8:40 p.m.

The next regular meeting will be held on Wednesday, April 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Boylston Public Library
Town Meeting Decision Matrix

	May Town Meeting		September Town Meeting	
	Pros	**Cons**	**Pros**	**Cons**
Financial	❑	❑ Will need to request more money from voters because won't have grants in hand and additional private donations ❑ Told town officials that we would seek grants first and we won't know before town mtg ❑ Private donors to date may perceive that they received a double hit	❑ Will have more private donations in hand and potential received response on grant applications ❑ Will know exactly how much to ask voters for	❑
Public Phase of Campaign	❑	❑ Had planned to begin public phase of campaign on Memorial Day; would need to accelerate some aspects because town mtg would be held before Memorial Day ❑ Some voters may feel that we rammed this project through at the end	❑ Would have time to plan out and execute to public phase of campaign with kickoff on Memorial Day ❑ More opportunities for involvement from townspeople, awareness & education sessions, building good will	❑
Publicity	❑	❑ Probably won't have had time to do as much publicity with voters to secure vote at town meeting and town election; would need to do a blitz campaign within four weeks	❑ Would have had time to do more publicity and be able to do small informational sessions at group meetings, clubs and at library	❑
Momentum	❑ Keeps momentum going now	❑	❑	❑ May lose momentum during summer; need to really gear up in late Aug/early Sept
Tahanto Situation	❑ Probably won't face-off against Tahanto construction issue	❑	❑	❑ May go up against Tahanto for funds
Start Date	❑ Could start construction sooner pending debt-exclusion bond	❑	❑	❑ Would need to wait until late 2003/early 2004 to begin construction
Other	❑ If vote fails, then have time and opportunity to regroup for September meeting	❑	❑	❑ Only have one opportunity to obtain vote at town meeting and town election

Agenda
Trustees of the Boylston Public Library
March 12, 2003

Call to Order
Approval of Minutes of February 12, 2003
Treasurer's Report
Correspondence
Letter from Selectmen on sidewalk/ramp shovelling
Director's Report
Library:
Legislative Day, Wednesday, April 2
Newsletter mailed to all residents Feb 26
Report on 1989 bequest of Stephen Demoorjian
Building:
Kresge application draft transmitted to Susan T. for editing
Design Review Committee met Feb 28 with Anne Larsen
Old Business
Setting checking account caps for one and two signatures
Articles for May Town Meeting warrant
National Library Week is April 6-12
New Business
Policy for administration of capital construction funds
Advise DRC on consideration of proposed east entrance proposal
Adjournment

Attachments:
Re-draft of '03 warrant articles
Librarian's Report
Invitation to April 2 Legislative Day
Centralities

Next Meeting: Wednesday, April 9, 2003 7:00pm

Boylston Public Library Board of Trustees Meeting Minutes
March 12, 2003

The meeting was called to order at 7:00 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, Director Nick Langhart, and Guest Lynn Butler.

The minutes of the February 12th meeting were approved.

The Treasurer's report was approved. Angelo reported that he had officially transferred the Trustees' bank accounts from Fleet Bank to Commerce Bank, where no monthly fees would be incurred. The total is now $6166.12. He will, however, be returning the printed checks that included both his name and Mary Beth's in favor of no names on the checks.

Correspondence

A letter had been sent to the Board of Selectmen requesting that the town's Highway Department handle the snow removal from the walks and ramp at the library. A formal reply was received that indicated that it is the Trustees' responsibility to ensure that these walkways are cleared of snow. It was approved to have the Library Director hire someone to shovel the walkway from the parking lot to the front walkway and to shovel the ramp. Town does handle the parking lot and the front walk from the street to the stairs.

Director's Report:

Library:

Nick informed the Trustees that Legislative Day is Wednesday, April 2.

Nick reported that the library's newsletter had been mailed to all residents on February 26th.

In researching important events in the Life of the Boylston Library over the past 100 years for the Memorial Day celebration, Nick reported on the 1989 bequest of Stephen Demoorjian. Demoorjian had been an artist and a volunteer at the library and had taught painting. He had donated a sum of money, open to any use, to the library. Angelo will follow-up with Fleet Bank on the principal and any interest that may have accumulated. We should also check with his family to determine if any naming opportunity would be appropriate.

Building:

Work continues on various components of the Kresge grant application draft. Sue is targeting the end of March for a final draft.

The Design Review Committee met with Anne Larsen from the MBLC on Friday, February 28th. On the following Tuesday, Nick received a call from Anne about the possibility of putting an additional entrance on the front of the building to accommodate her concern about the children's room and meeting room's single entrance through the main library. After further discussion, the Trustees moved and approved the decision the keep the plans as they had been presented to Ann on 2/28/03 with NO additional entrance/ egress on the east side of the building. The rationale includes the following specifics: (1) We have the grant monies using the original plan, (2) Another entrance on the front of the building would detract from the aesthetics and may compete with the original entrance, (3) We would need to go to the Historic District Commission to re-present our plans, (4) We prefer to have a single control point within the main floor of the library, and (5) Security issues continue to be our main concern. Nick agreed to notify the Design Review Committee and Anne Larsen at the MBLC of the Trustees' final decision.

Old Business:

Regarding the question of setting checking account caps for one and two signatures, there is nothing in the Trustees By-laws. After some discussion about the need for two signatures on checks above a certain amount, the need for flexibility if/when the Treasurer is away, and whether or not the second person should be bonded, it was decided to leave the checking account as is.

Nick presented three proposed articles for the May Town Meeting Warrant. The first is the standing article referencing the appointment of the Trustees and the budget. The second refers to the state's grant-in-aid monies. The third referred to the request for renovation and expansion dollars for the library's construction program. The Trustees approved the submission of the first two articles. After considerable discussion on the third article, which included weighing the pros and cons of presenting at the May annual meeting or a special meeting in the fall, it was decided to break it into two separate pieces and to defer a decision to the next meeting of the Trustees. Our plan would be to submit the articles and, pending a vote by the Trustees by April 9th, pull the article by April 14th from being printed in the town warrant. We will need to be specific about the amount of money being requested from the town.

In the meantime, Mary Beth agreed to speak with Selectman Frank Reale about his comments relative to the deferring of school and library construction dollars that had appeared in The Banner. She will also follow-up with town officials about the length of time between the town vote and the securing of the bond.

National Library Week is April 6 - 12. Nick agreed to speak with Jonathan Richmond about doing a Library Staff Appreciation Poster for the library. Lynn Butler,

President of the Friends, indicated that the Friends would put together a basket for the staff. The Trustees approved the expenditure of $550 for gift certificates for staff members in appreciation of dedication, support, and efforts over the past year.

New Business:

The Trustees briefly discussed a policy and procedure for the receipt and administration of capital construction funds because of the complexity of state funds, grant monies, and Foundation capital campaign funds. As Treasurer, Angelo agreed to speak with Donna Erickson, Town Treasurer, about a policy and procedures. The Trustees approved the establishment of a mechanism for the tracking of disbursements for the renovation and expansion of the library.

The proposed Thank You Letters for donations was passed around for the Trustees to review.

Mary Beth indicated that Angelo had agreed to chair the Donor Recognition Subcommittee. Before approving the naming opportunities listing that had been proposed at a previous meeting, the Trustees agreed to contact several local libraries to see how donor recognition had been handled, how they had used naming opportunities, and how they acknowledged various donation levels. The following are the assignments:

- Hamilton-Wenham - Letty
- West Boylston - Mary Beth
- Millbury - Sue
- Ayer - Cathy
- Rutland - Angelo
- Princeton - Mary Beth
- Holden - Sue
- Winchester - Marcia
- Groton - Cathy
- Sudbury - Letty

The meeting was adjourned at 9:13 p.m.

The next meeting will be held on Wednesday, April 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Proposed draft of Articles
for the May, 2003
Town Meeting

ARTICLE ___ To see if the Town will vote to authorize the Trustees of the Public Library to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2003, and to fix the compensation therefore, consistent with the Personnel Plan; or take any action relative thereto.

ARTICLE ___ To see if the Town will vote to appropriate the money received from the Commonwealth of Massachusetts as a Library grant-in-aid for the purpose of purchasing books and other items at the discretion of the Library Trustees; or take any action relative thereto.

ARTICLE ___ To see if the Town will vote to appropriate the sum of $_____ for the purpose of renovating the Public Library building and constructing an addition including the cost of equipping and furnishing the same, as well as architectural/ engineering and other expenses incidental thereto;

and that to meet such appropriation the Town Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of $_____under and pursuant to Chapter 44, Section 7, of the Mass. General Laws as amended and supplemented, or any other enabling authority, and to issue bonds or notes of the Town therefore, payable in accordance with said c.44;

provided that the authorized amount of such bonds or notes shall be reduced by the amount of any state or federal grants received for the project prior to their issuance,

and that the Board of Trustees of the Library are hereby authorized to apply for and accept any state or federal grants that may be available to defray all or part of the cost of said design, construction and equipping

and to authorize the Trustees to expend any such funds, or any other funds which may be received for this purpose, without appropriation,

and to take any other action necessary to carry out this project.

meeting Notes 3/12/03

Snow clearing to be hired out - MSP to contract to snow remove. Path, steps, ramp

→ week from Friday for last pit at Kresge (13-14). grant to be all done end of March. August would maybe.

the east entrance issue.

MBL - many libs have non-direct ERs. Other libs does that will decided to do not use AL's point.

Makes sense for our situation.

"safety precaution" MSP - to keep patrons are permitted on 7/28 with the east entrance" would be upset

Connected by HDC matters but mostly safety of kids (for note to AL)

Two signatures already. Caps: What about handicap? to become as is's Articles. Submit 1 & 2. #3 ① from Solomon Dan Butler remember that FRiedl? maybe one should Navigation & Chandler had asked for a year's delay in BPL MBL funding. will call Olsen. ② Do we want to go with May? Pros: liaison wants. Pro, could start earlier. Pros to Fall mtg: may have grants in hand. asking for a later mtg - we may be combined w the Schools issue. (bad)

Kresge cover sheet - do

[left at BC]

MAIN LEVEL
Y.A.
ADULT
MEDIA
NEW BOOKS
CIRCULATION
STAFF
ADULT COLLECTION
WORK
REFERENCE
N
0
2'
5'
10'
BOYLSTON PUBLIC LIBRARY
Boylston, Massachusetts
EXISTING
MAIN LEVEL PLAN

Agenda
Trustees of the Boylston Public Library
February 12, 2003

Call to Order
Approval of Minutes of January 8, 2003
Treasurer's Report
Director's Report

Library:

Thank-you for support at the Feb 6 FinCom Meeting
Annual Report for Town submitted Jan 13, copy attached
Newsletter sent to printer Feb 10, copy attached
Gates Computer Seminar Friday, Jan 10, ordered Feb 5, $2,455.
FY 02 Circulation figures checked and corrected, see attached
Director spoke to Boylston Seniors Feb 10
P.O. box acquired, #137; answering machine now on line
Invitation to March 7 Legislative Breakfast attached

Building:

Work progressing on Kresge application draft
Design Review Com met Jan 17; will meet with MBLC Feb 28 here

Old Business

none

New Business

Articles for May Town Meeting warrant
Discussion of pledge process
National Library Week is April 6-12

Adjournment

Attachments:

Draft of '03 warrant articles
Librarian's Report
'02 Annual Report for Town
Binder newsletter for winter, '03
Revised circulation figures
Banner article on Marcia Priestley appointment
MLTA newsletter
Invitation to March 7 Legislative Breakfast

Next Meeting: Wednesday, March 12, 2003

Boylston Public Library Board of Trustees Meeting Minutes
February 12, 2003

The meeting was called to order at 7:00 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, Director Nick Langhart, and Guests from the Foundation Pat Brissette, Lynn Butler, Walter Karpowski, Doris Pearson, and Peg St. John.

The minutes of the January 8th meeting were approved.

The Treasurer's report was approved. Angelo reported that he had transferred the Trustees' bank accounts from Fleet Bank to Commerce Bank, where no monthly fees would be incurred. The total is $6165.74. Mary Beth, as Chair of the Trustees, co-signed the new account. The suggestion was made to require two signatures on checks written above a specified amount and to close the account. Angelo will review the Trustees' by-laws and make a recommendation at our next meeting.

Mary Beth welcomed our new Trustee, Marcia Priestley.

Director's Report:

Library:

Nick thanked the Trustees who had attended the Finance Committee meeting on February 6th for their attendance. We are awaiting the Finance Committee's recommendation.

Nick reported that Mary Beth had signed the library's 2002 annual report and that he had submitted to the Town.

The library's winter newsletter will be going to the printer on February 10th.

Nick attended the Gates Computer Seminar on Friday, January 10th and he ordered our new computer on February 5th, in advance of Finance Committee approval and town meeting approval of our 2002-2003 budget. The cost is $2455 and the computer will arrive in late spring. We will probably need to have wiring for an additional port.

Regarding the FY02 circulation figures that had been reported as significantly higher than last year, Nick rechecked the numbers and discovered a clerical error, which he submitted to the MBLC. We had a slight increase in our circulation in FY02.

Priscilla O'Connor arranged to have Nick speak to the Boylston Seniors on February 10th; Nick received great response with 58 seniors attending. A fifteen-minute update is being planned for some in early May.

Nick acquired a post office box (#137) and has put an answering machine online to take calls when the library is closed.

The Trustees received an invitation to attend the March 7th Legislative Breakfast to be held at the West Boylston library. Several Trustees plan to attend.

Building:

Work is progressing on various components of the Kresge grant application draft.

The Design Review Committee met on Friday, January 17th, and will be meeting with Ann Larson from the MBLC on Friday, February 28th, at 2 p.m. The Committee will plan to be at the library at 1:30 to review Jonathan's plans in advance of meeting with Ann.

Old Business:

None.

New Business:

Nick presented copies of the warrant articles for the May Town Meeting. The Trustees should review them prior to our next meeting and be prepared to discuss them. Nick agreed to find out the deadline for submitting the articles. If the deadline is prior to our next regular meeting, then the Trustees agreed to meet on Friday, March 7th, at 10 a.m. at the West Boylston Library, following the Legislative Breakfast. Nick will submit the notice meeting at least 48 hours if it is needed. Nick also agreed to find out the deadline for removing a warrant article before it is printed.

Discussion of the pledge process and naming opportunities was brief because of the joint meeting the Trustees, Foundation, and Friends, immediately following. Jonathan Richmond has prepared a draft of potential naming opportunities. Because it may be overwhelming to people and there needs to be more discussion, the Trustees will review and discuss at the March meeting.

National Library Week is April 6 – 12, 2003. Last year, the Trustees funded bonuses for all the staff members. This item will be further discussed at the March Trustees meeting.

The meeting was adjourned at 7:31 p.m.

The next meeting will be held on Wednesday, March 12th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Boylston Public Library Board of Trustees Meeting Minutes
February 12, 2003

The meeting was called to order at 7:00 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, Director Nick Langhart, and Guests from the Foundation Pat Brissette, Lynn Butler, Walter Karpowski, Doris Pearson, and Peg St. John.

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Old Business:

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New Business:

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The next meeting will be held on Wednesday, March 12th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Proposed draft of Articles
for the May, 2003
Town Meeting

ARTICLE To see if the Town will vote to authorize the Trustees of the Public Library to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2003, and to fix the compensation therefore, consistent with the Personnel Plan; or take any action relative thereto.

ARTICLE To see if the Town will vote to appropriate the money received from the Commonwealth of Massachusetts as a Library grant-in-aid for the purpose of purchasing books and other items at the discretion of the Library Trustees; or take any action relative thereto.

ARTICLE To see if the Town will vote to appropriate the sum of $1,500,000 for the purpose of renovating the Public Library Building and constructing an addition where such addition will increase the floor space of that building, including the cost of equipping and furnishing the same, as well as architectural/engineering and other expenses incidental thereto; and that to meet such appropriation the Town Treasurer with the approval of the Selectmen is authorized to borrow the sum of $1,500,000 under and pursuant to Chapter 44, Section 7, of the Massachusetts General Laws as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefore; provided that no such bonds or notes shall be issued unless the Town votes at an election to exempt the total amounts required to pay them from the limitations imposed by Proposition 2½; and that the Board of Trustees of the Library are hereby authorized to apply for and accept any state and/or federal grants that may be available to defray all or part of the cost of said design, construction and equipping and to authorize the Trustees to expend any such funds, or any other funds which may be received for this purpose, without appropriation, and to take any other action necessary to carry out this project.

Agenda

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library

February 12, 2003
7:30pm

Call to Order

Approval of Minutes of November 13, 2002

Committee Reports
- Grant/Capital Campaign Committee report
- Centenary Celebration Committee report

Foundation report
- Treasurer's report

Friends of the Library report

Library Staff report

Old Business

New Business

Adjournment

Next Meeting: May 14, 2003

Boylston Public Library Joint Meeting of the Board of Trustees, the Library Foundation Board, and the Friends of the Library - Minutes
February 12, 2003

The meeting was called to order at 7:33 p.m.

Present:
Trustees: Mary Beth Litofsky, Marcia Priestley, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault,
Foundation Board Members: Pat Brissette, Walter Karpowski, Jan Mecca, Doris Pearson, Peggy St. John,
Friends Board Members: Lynn Butler, Margaret Sieber
Library Director: Nick Langhart

Mary Beth Litofsky welcomed the three boards for its second joint meeting.

The minutes from the November 13, 2002, meeting were approved.

Committee Reports:

Finance:

There is no formal Finance Committee; however, Peg St. John, Judy Pugh, and Sue Therriault have met to review processes, procedures, and logistics. Peg indicated that the Accountant's audit of procedures is nearly complete but that the report must first go the Foundation's Board. Judy has created a single database with data from the last two annual appeals. Peggy and Judy will be meeting on Thursday, February 13th to continue their work. Peggy has opened a separate money market account at Commerce Bank for the capital campaign. She is also in the process of being bonded.

Regarding the question of segregation of duties, Peggy indicated that the accountant said that the Foundation is too small to require separation of duties. The suggestion was made that Walter Karpowski, Peggy St. John, Mary Beth Litofsky, Jan Seymour, Judy Pugh, and Sue Therriault meet to further discuss various financial issues in lieu of a Foundation Finance Committee. In addition, since the auditor's report is forthcoming, it was suggested that upon receipt it be sent to members of the Foundation, Trustees, and Friends to review in advance of the meeting at which it will be discussed.

Development Committee Report:

Mary Beth mentioned that the names of the three committees had been changed to more accurately reflect the responsibilities of each. The Development Committee is the working committee that ensures all of the activities are being completed on a timely basis. The Capital Campaign Committee is the group of individuals who are making the calls for donations. The Honorary Capital Campaign Committee will be comprised of individuals who

LIONS CLUB

BOYLSTON, MASSACHUSETTS

January, 2003

Friends of the Boylston Lions;

In 2003 the Boylston Lions will again be producing the **BOYLSTON TOWN TELEPHONE DIRECTORY**. This directory is produced every other year. One copy is distributed, free of charge, to every household and business in the Town of Boylston and to every advertiser. A classified list of the advertisers is included in the Directory. Extra copies are available to advertisers on request – at no charge.

We would welcome the addition of your ad in this year's new Directory. If you have not seen a copy of the Directory, please call Stephan Verdi at 508-869-2847 and he will deliver a copy of the last edition to you, at no obligation.

Extra copies of the Directory will be left at the Town Library, the Town Clerk's office, the Municipal Light Department, and at local Realtor offices to insure complete and continuing distribution to new residents of the town.

********** **DEADLINE FOR ADS: FEBRUARY 15, 2003** **********

We must have your draft, photo-ready ad copy or business card and your payment in full on/or before that date. The new Directory will be distributed in May by the Boylston Lions Club. Your early response will be appreciated.

PRICE LIST: Full page: $200, Half page: $110, Quarter page: $75

If you have any questions, please call Stephan Verdi at 508-869-2847

PLEASE CLIP AND RETURN

Your Name:_____

Company Name:_____

Address: _____

E-mail address:_____ Tel. No._____

Please circle your choice:

Full page: $200 Half page: $110 Quarter page: $75

Mail return with your payment and your photo-ready ad copy or business card to: →

Boylston Lions Charities
PO Box 50
Boylston, MA 01505

Thank you, from the Boylston Lions

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are recognized for their special support of the project, i.e. the former librarian, clergy members, town officials, etc.

The Development Committee meets nearly every Friday morning to work on various activities for the building fund campaign. Interested members are welcome to attend. The campaign itself is in its quiet phase with the feasibility study underway. The workshop held on Tuesday, February 11th, was well-attended and extremely beneficial because of the opportunity to walkthrough the questionnaire and role-play. There were questions that surfaced around the procedures with the pledge card; this item will be discussed at the next Friday morning meeting.

The Mystery Dinner is still planned for April 26th at Cyprian Keyes.

Friends:

The Memorial Day activities focused on the theme of a birthday celebration are in the planning stage. Construction equipment will be on hand for people to see and climb on, the outline of the proposed addition will be marked in its anticipated location, and the book sale will continue.

Old Business:

The suggestion was made that these joint meetings be held on a monthly basis. In lieu of doing so, it was suggested that the Chairs/Presidents of the Foundation, Trustees, and Friends meet or conference call on a regular basis to keep each other and their organizations informed of the status of various activities and that meeting minutes be sent out on a timely basis. It was decided to keep these joint meetings quarterly and to revisit the issue at our meeting in May.

The meeting was adjourned at 8:55 p.m.

The next meeting of the Joint Boards will be held on Wednesday, May 14th, at 7:30 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary, Board of Trustees

LIONS CLUB

BOYLSTON, MASSACHUSETTS

January, 2003

Friends of the Boylston Lions;

In 2003 the Boylston Lions will again be producing the **BOYLSTON TOWN TELEPHONE DIRECTORY**. This directory is produced every other year. One copy is distributed, free of charge, to every household and business in the Town of Boylston and to every advertiser. A classified list of the advertisers is included in the Directory. Extra copies are available to advertisers on request – at no charge.

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PLEASE CLIP AND RETURN

Your Name:_____

Company Name:_____

Address: _____

E-mail address:_____ Tel. No._____

Please circle your choice:

Full page: $200 Half page: $110 Quarter page: $75

Mail return with your payment and your photo-ready ad copy or business card to: →

Boylston Lions Charities
PO Box 50
Boylston, MA 01505

Thank you, from the Boylston Lions

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Boylston Public Library Joint Meeting of the Board of Trustees, the Library Foundation Board, and the Friends of the Library - Minutes
February 12, 2003

The meeting was called to order at 7:33 p.m.

Present:
Trustees: Mary Beth Litofsky, Marcia Priestley, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault,
Foundation Board Members: Pat Brissette, Walter Karpowski, Jan Mecca, Doris Pearson, Peggy St. John,
Friends Board Members: Lynn Butler, Margaret Sieber
Library Director: Nick Langhart

Mary Beth Litofsky welcomed the three boards for its second joint meeting.

The minutes from the November 13, 2002, meeting were approved.

Committee Reports:

Finance:

There is no formal Finance Committee; however, Peg St. John, Judy Pugh, and Sue Therriault have met to review processes, procedures, and logistics. Peg indicated that the Accountant's audit of procedures is nearly complete but that the report must first go the Foundation's Board. Judy has created a single database with data from the last two annual appeals. Peggy and Judy will be meeting on Thursday, February 13th to continue their work. Peggy has opened a separate money market account at Commerce Bank for the capital campaign. She is also in the process of being bonded.

Regarding the question of segregation of duties, Peggy indicated that the accountant said that the Foundation is too small to require separation of duties. The suggestion was made that Walter Karpowski, Peggy St. John, Mary Beth Litofsky, Jan Seymour, Judy Pugh, and Sue Therriault meet to further discuss various financial issues in lieu of a Foundation Finance Committee. In addition, since the auditor's report is forthcoming, it was suggested that upon receipt it be sent to members of the Foundation, Trustees, and Friends to review in advance of the meeting at which it will be discussed.

Development Committee Report:

Mary Beth mentioned that the names of the three committees had been changed to more accurately reflect the responsibilities of each. The Development Committee is the working committee that ensures all of the activities are being completed on a timely basis. The Capital Campaign Committee is the group of individuals who are making the calls for donations. The Honorary Capital Campaign Committee will be comprised of individuals who

are recognized for their special support of the project, i.e. the former librarian, clergy members, town officials, etc.

The Development Committee meets nearly every Friday morning to work on various activities for the building fund campaign. Interested members are welcome to attend. The campaign itself is in its quiet phase with the feasibility study underway. The workshop held on Tuesday, February 11th, was well-attended and extremely beneficial because of the opportunity to walkthrough the questionnaire and role-play. There were questions that surfaced around the procedures with the pledge card; this item will be discussed at the next Friday morning meeting.

The Mystery Dinner is still planned for April 26th at Cyprian Keyes.

Friends:

The Memorial Day activities focused on the theme of a birthday celebration are in the planning stage. Construction equipment will be on hand for people to see and climb on, the outline of the proposed addition will be marked in its anticipated location, and the book sale will continue.

Old Business:

The suggestion was made that these joint meetings be held on a monthly basis. In lieu of doing so, it was suggested that the Chairs/Presidents of the Foundation, Trustees, and Friends meet or conference call on a regular basis to keep each other and their organizations informed of the status of various activities and that meeting minutes be sent out on a timely basis. It was decided to keep these joint meetings quarterly and to revisit the issue at our meeting in May.

The meeting was adjourned at 8:55 p.m.

The next meeting of the Joint Boards will be held on Wednesday, May 14th, at 7:30 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary, Board of Trustees

Agenda
Trustees of the Boylston Public Library
January 8, 2003

Call to Order
Introduction of Herb Cronin, Capital Planning Committee
Approval of Minutes of December 11, 2002
Treasurer's Report
Correspondence: Thank-you from Judy Friebert for fruit basket
Grant Sub-committee/Centenary Celebration Report
Director's Report

Library:

- Thank-you for Susan Therriault's Holiday Party
- Fy'04 budget draft
- State Aid Award received: $3867.20
- Annual Report for Town drafted, due Jan 13
- Gates Computer Seminar Friday, Jan 10

Building:

- Thank-you to Lynn Butler for cleaning Children's Room carpet
- Next Design Review Committee meeting is Friday, Jan 17, 1:00
- Need for phone answering machine

Old Business

- Trustee vacancy

New Business

- Bookkeeper needed for Capital Campaign donations
- Approval of P.O. Box
- Trustee/Foundation/Friends February 12 meeting agenda ideas

Adjournment

Attachments:

- Librarian's Report
- Globe West: "Growth Speaks Volumes", Jan 5, 2003
- Centralities

Next Meeting: Wednesday, February 12, 2003

Boylston Public Library Board of Trustees Meeting Minutes
January 8, 2003

The meeting was called to order at 7:00 p.m.

Present: Mary Beth Litofsky, Angelo Scola, Cathy Richard, Susan Therriault, Nick Langhart, Director, and Guest Herb Cronin

Herb Cronin, representing both the Capital Planning Committee and the Finance Committee, had been invited to the Trustees meeting to update him on the library's building plans. After we updated Mr. Cronin on our status and plans for 2003, he provided insight into other building and capital projects facing the town – renovations to Tahanto, renovations to the Gough House, payment on the Elementary school bond, and the lawsuit surrounding the Digital property. Mr. Cronin stressed our need to obtain buy-in from townspeople prior to and at town meeting and on the debt-exclusion question that would need to be included on the ballot. We weighed the advantages and disadvantages to going to the townspeople at the annual town meeting in May versus holding a special town meeting in September. Mr. Cronin left at 8:00 p.m.

The minutes of the December 11th meeting were approved.

The Treasurer's report was approved. During the past month, Treasurer Angelo Scola had investigated bank account options at three different banks because of the monthly charge that we are incurring at Fleet Bank to maintain our checking account. It was approved that the Trustees transfer its bank accounts from Fleet Bank to Commerce Bank, where no monthly fees would be incurred. Angelo will complete the necessary paperwork.

Correspondence:

Judy Friebert, Children's Librarian, sent a thank-you note to the Trustees for the gift fruit basket sent to her after her father's recent death.

Grant Sub-committee / Centenary Celebration:

The Capital Campaign and Library Centennial Celebration kickoff reception held on Tuesday, January 7th, was very successful with attendance of about 60 townspeople. Mary Beth volunteered to send a note to Jan Seymour, chair of the Capital Campaign, thanking her for all her efforts.

The next major activity for the Grant Sub-committee is the Feasibility Study, planned for late January through February. Completion of this activity is a requirement for the Kresge grant application and others.

Tue Sep 04 2001

HARVARD PUBLIC LIBRARY
P.O.BOX 666
HARVARD MA 01451

D260138352
CARR JOANNE F
140 BOLTON ROAD
HARVARD MA
01451

AUTHOR: George, Elizabeth.
TITLE: A traitor to memory
CALL NO: FGeorge
BARCODE: 37366000182602
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Harvard Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:15

Mary Beth recommended that the Trustees set the date now for the Centenary Gala to be held in March, 2004, in order to obtain the best prices from the location and caterers. March 6th, 2004, was approved by the Trustees for the Library Centenary Gala.

Mary Beth reported that the sub-committee recommends that a separate set of accounts be established for the Capital Campaign and the Centenary Celebration to ensure protection for the Treasurer of the Foundation and to reinforce the need for a separation of duties between the accounting functions and other financial functions. After some discussion of potential candidates to handle the accounting aspects for the Capital Campaign, it was approved to have the Trustees hire a bookkeeper to keep track of the capital campaign donations. It was further approved to have Nick obtain a post office box at the Boylston Post Office for the receipt of all capital campaign, Foundation, Friends, and Library donations/correspondence. The Trustees approved the expenditure from its annual operating budget.

Director's Report:

Library:

The Trustees and staff thanked Susan and Jean Therriault for hosting the recent Holiday Open House for staff and volunteers.

Nick indicated that the library had received the state aid award of $3867.20 for 2003. This amount is a significant decrease from previous years due to the deficit in state budget. In 2000, we received $4827; in 2001, we received $4916; and in 2002, we received $4560. These monies continue to be accumulated in the town accounts and are under the auspices of the Trustees.

The library's 2002 annual report is due to the town by Monday, January 13th. Mary Beth and Sue will edit and Mary Beth will plan to sign it on Saturday, Jan 11th.

Nick will be attending the Gates Computer Seminar on Friday, January 10th, where Nick will obtain training on the setup and software for the new computer that he is planning to purchase through the Gates Foundation.

Nick indicated that Lynn Butler, President of the Friends, had cleaned the children's room carpet on Saturday, December 21st, and it is a huge improvement. The Trustees approved the sending of a plant to Lynn to thank her for all her efforts.

Nick presented his plans for the FY2004 budget. The Town has requested no more than a 3% increase in the salary line item and no increase in the expense line item. Nick indicated that the town has not followed through with its annual performance appraisal process but he agreed to do informal appraisals with all staff prior to July. With regard to the salary line item, the Trustees discussed and approved a distribution of 3% raise allowance as recommended by the Board chair. As for the expense line item, the Trustees

Tue Sep 04 2001

SOUTH HADLEY LIBRARY
BARDWELL STREET
SOUTH HADLEY MA 01075

D720072406
ALBRIGHT EUGENE VICTOR
85 HADLEY VILLAGE RD
SO HADLEY, MA
01075

AUTHOR: Deaver, Jeff.
TITLE: The blue nowhere
CALL NO: F Dea
BARCODE: 3736600180119
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: South Hadley Circ Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:44

approved a 0% increase in all specific items except the technology item, where a 6% increase was approved for the anticipated purchase of the Gateway computer offered by the Gates Foundation. There will be no need to go to the Personnel Board this year. The Finance plans to review the Library's budget with the Director and Trustees on February 6th at 8 p.m.

Building:

Next Design Review Committee is Friday, January 17th, at 1:00 p.m. At the last Foundation meeting, the sum of $7500 was approved for changes to the design and development drawings. The Design Review Committee intends to meet on January 17th with the architects and prior to meeting with Ann Larson from the MBLC to review changes.

Mary Beth recommended that a telephone answering machine be purchased and installed at library to provide a means for townspeople to leave messages for the library and for the Capital Campaign Committee. Nick indicated that the library's telephone system is tied into the town's telephone system and that needs to be taken into account. Mary Beth will follow-up to see how it may be handled.

Old Business:

In terms of our Trustee vacancy, Mary Beth has spoken with Marcia Priestly about the open Trustees' position and has updated her on our building project. The Trustees approved the appointment of Ms. Priestly; Mary Beth will contact her about filling the position until the May election, when she would need to run to complete the term vacated by Trudy MacNamee.

New Business:

The next joint meeting of Trustees, Foundation, and Friends is planned for Wednesday, February 12th, at 7:30 p.m. at the library. Two agenda items are the Centenary Celebration and the Capital Campaign.

There was some discussion about including the article for approval of the library addition/renovation and debt exclusion on the annual town meeting warrant and election in May. Because of the possibility of a special town meeting on the Tahanto school renovations in January, the Trustees deferred its decision on the timing of bringing the library addition to the town until the February 12th meeting.

The meeting was adjourned at 10:13 p.m.

The next meeting will be held on Wednesday, February 12th, at 7:00 p.m.

Respectfully Submitted,

Tue Sep 04 2001

HUDSON PUBLIC LIBRARY
WOOD SQUARE
HUDSON MA 01749

27411000022978
ELLEN J DINNIE
64 CAUSEWAY STREET
HUDSON MA 01749

AUTHOR: D'Amato, Barbara.
TITLE: Hard road : a Cat Marsala mystery
CALL NO: F DAM
BARCODE: 37366000184087
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Hudson Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:16

Susan A. Therriault, Secretary

Tue Sep 04 2001

MONSON FREE LIBRARY
P.O.BOX 350
MONSON MA 01057-0350

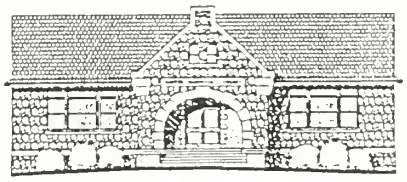
27371000000772
KATHRYN M AUCLAIR
8 LAKESIDE DR.
MONSON MA
01057

AUTHOR: Craig, Philip R.,
TITLE: Vineyard shadows : a Martha's Vineyard mystery
CALL NO: F CRA
BARCODE: 37366000180945
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Monson Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:26

BOYLSTON PUBLIC LIBRARY



BOYLSTON, MASSACHUSETTS 01505

LIBRARIAN'S REPORT

Month of December, 2002

Budget	FY 2002	Remaining	
Books & Periodicals	$17,000	$10,087	
Audio/Visual	9,000	6,239	
Supplies	4,500	3,518	
Equipment & Repairs	3,900	2,660	
Electricity	2,300	1,282	
Telephone	1,000	722	
Fuel oil	3,900	3,378	
Travel, Training, Membership	1,000	850	
Printing, Postage, Mailing	1,200	301	
Water	100	60	
Programs	750	0	
Technology	3.000	1,717	
TOTAL EXPENSES	47,700	30,816	(64.6%)
SALARIES & WAGES	83.663	40,874	(48.9%)
TOTAL	133,363		

Circulation	Adult	Juvenile	
Fiction	369	395	
Non-fiction	86	130	
Periodicals	56	-	
Spoken cassettes	140	4	(audios)
CD roms	9	-	
Music tapes, CDs	32	1	
Videos	530	267	
Equipment	0	-	
Multi-media	-	4	
TOTAL	1,222	801	
Total last month	1,462	1,238	
Total same month last year	1,167	1,000	

Services		
Volunteers/hours	3/35	3/15
Meetings, #/attendance	3/19	-/-
Programs, #/attendance	2/87 (Santa)	1/22 (Drew's puppet show)
Inter-library loans		
sent	17	
received	10	
Other activities	Storytimes: 37 (21 kids, 16 adults)	

TOWN OF BOYLSTON
BUDGET REQUEST FORM
For Trustee Consideration 1/8/03

DEPARTMENT: LIBRARY DEPT. HEAD: NICHOLAS LANGHART

BUDGET LINE #'S: 33.0 – 33.18

A. SALARIES & WAGES

		HOURLY	Proposed RATE '04	APPROVED	REQUESTED	
LINE #	TITLE / POSITION	Current	3%	FY2003	FY2004	COMMENT
33.0	Library Director (35 hrs)	17.74	18.27	32,286		3%=33,251
33.01	Assistant Librarian ~~(25 hrs.)~~ – (30 hrs)	15.08	15.53	~~22,574~~ 23,525 30 hrs OK'd 10/01		3%=24,227
33.02	Children's Librarian (27 hrs.)	13.36	13.76	18,757		3%=19,319
33.03	Library Assistant (10 hrs.)	8.90	9.17	4,628	4,768	
33.04	Senior Page	6.92	7.13	1,439	1,483	
33.04	Junior Page	6.75	6.75	1,404	1,404	began 7/9/02
33.05	Housekeeper	~~7.62~~ 7.81 correct rate	8.04	1,624	1,672	
	TOTAL SALARIES			~~82,712~~ 83,663	86,173	

B. EXPENSES

		Actual		APPROVED	REQUESTED	
LINE #	DESCRIPTION	'01	'02	FY2003	FY2004	COMMENTS (my plan)
33.07	Fuel	2,836	1,400	4,200	4,200	4,000
33.08	Electricity	1,622	1,862	2,300	2,300	2,000
33.09	Telephone	720	765	1,000	1,000	1,000
33.10	Supplies	4,000	5,000	4,500	4,500	4,000
33.11	Equipment/Repairs	3,933	3,445	3,900	3,900	4,000
33.12	Travel/Training/Dues	1,235	500	1,000	1,000	700
33.13	Water	76	65	100	100	100
33.14	Audio Visual	9,091	12,216	9,000	9,000	12,000
33.15	Books/Periodicals	15,266	18,000	17,000	17,000	16,000
33.16	Postage/Mailings	1,056	1,360	1,200	1,200	1,200
33.17	Programs	250	325	500	500	500
33.18	Technology	5,616	1,575	3,000	5,100	5,100 C/W Mars=2,500 Gates = 2,600
	TOTAL EXPENSES			**47,700**	49,800	50,600 (over by 2,900 for Gates)
	TOTAL SALARIES + EXPENSES			**132,480**	(4%)	(6%)

Town of Boylston

Application for Cable Television License

Greater Worcester Cablevision, Inc.

Agenda

Trustees of the Boylston Public Library

December 11, 2002

Call to Order

Approval of the minutes of November 13, 2002

Treasurer's Report

Correspondence: Thank-you from Paula for fruit basket

Grant Subcommittee / Centenary Celebration Report

Director's Report

Library:

Children's room carpet cleaning by Friends scheduled for Dec 21

FY 04 budget due January 6, meeting with FinComm Feb 6, 8pm

Town Annual Report due January 13

Building:

Report on meetings of Design Review Committee

Report on MBLC meeting with construction grantees, Dec 3

Old Business

Trustee vacancy

New Business

Proposal to re-design proposed meeting room

Decision re: Town Meeting/Election date for debt-exclusion vote

Authorization for p.t. staff coverage for grant preparation

Adjournment

Attachments:

Librarian's Report
T&G, "Fund-raising...Boylston", 11/29/02
Banner, "Grant Opens New Chapter...", 12/5/02
Centralities
Sketch of proposed meeting room alternatives

Mext Meeting: Wednesday, January 8, 2003

6:9

Tue Nov 13 2001

GREENDALE BRANCH LIBRARY
470 WEST BOYLSTON STREET
WORCESTER MA 01606

D782123027
ANNE T EARLY
31 BRANDON RD
WORCESTER MA
01606

AUTHOR: Lardo, Vincent
TITLE: McNally's chance
CALL NO: F LAR
BARCODE: 37366000183931
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Worcester Greendale Circ Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

Boylston Public Library Board of Trustees Meeting Minutes
December 11, 2002

The meeting was called to order at 7:01 p.m.

Present: Mary Beth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, Nick Langhart, Director, and Guests Jan Seymour and Walter Karpowski

The minutes of the November 13th meeting were approved.

The Treasurer's report was approved. Treasurer Angelo Scola noted that Fleet Bank has been charging us $5.62 per month for the past six months for maintaining our checking account. It was approved that Angelo should investigate this charge and other potential banks that are not charging any fees and may provide some interest.

Correspondence:

Paula Peterson, Assistant Director, sent a thank-you note to the Trustees for the gift fruit basket sent to her after her surgery.

Grant Sub-committee / Centenary Celebration:

Mary Beth reported that she had contacted Jane Peck, who had run the capital campaign for the Worcester Public Library (WPL), and received lots of great information about the WPL campaign.

The grant sub-committee has reviewed the grant requirements for the Kresge grant and is preparing materials for each section. These materials will be reused for other grant applications.

Jan requested that each member of the Board of Trustees submit a curriculum veritae or resume to her outlining his/her professional affiliations. She has sent an email to everyone requesting this information by the end of December.

A wine and cheese reception is being planned for Tuesday, January 7th, at the library to kickoff the Capital Campaign and Library Centennial Celebration. Snow date is January 14th.

Director's Report:

Library:

Nick indicated that Lynn Butler, President of the Friends, has volunteered to clean the children's room carpet, scheduled for Saturday, December 21st. Lynn has the

necessary equipment and Nick will move the furniture and books to accommodate the cleaning. Mary Beth will contact Lynn and solicit volunteers.

The FY2004 budget is due January 6th. Since the next Trustees meeting is not until January 8th, Nick will contact Rob Fennessey, Town Administrator, about our obtaining an extension so that the Trustees may approve the proposed budget at its next meeting. The instructions from the town indicate that the salary budget should only be increased by 3% and that there should be no increases to the expense budget. Our meeting with the Finance Committee is scheduled for February 6th at 8 p.m.

Nick had also received a request form from the Capital Planning Committee about any capital budget items being requested. Nick will contact Herb Cronin, with whom he had met last year about our building project, and invite him and the other members of the Capital Planning Committee to the next Trustees meeting – January 8th at 7:00 p.m. – to discuss the status of our building project. In terms of other capital items, the subject of requesting funds from the Town for the Library's Centennial Celebration was suggested and tabled until the next meeting.

The Library's report for the Town Annual Report is due January 13th. Nick will write and Mary Beth will sign on behalf of the library.

Building:

The Building Design Review Committee has met twice to review recommendations from the MBLC. Between the two meetings, several members of the committee had either visited various libraries with new additions or interviewed the director or library staff about each recommendation cited by the MBLC. Among the recommendations are: (1) provide separate access to the children's room, (2) provide a separate children's restroom, (3) move the elevator closer to the main entrance, and (4) redesign the meeting room entry/exit. The Review Committee determined that a separate children's room entrance/exit and the moving of the elevator closer to the main entrance would not be feasible because of the need to maintain the current level of staffing and potential security issues with a separate open access. With regard to a separate children's restroom, the architect believes that he can redesign the space to accommodate this change.

In terms of the current design of the meeting room that had been designed for 40 seats, the Review Committee and the Architect had discussed the possibility of transforming the space in the basement of the existing building into a meeting room that would accommodate approx. 90 seats, remove the cumbersome entrance/exit situation, and provide a unique meeting space for townspeople's use. As a note, the original building program had recommended a meeting room to accommodate 100 seats. One key consideration is that the town vault is currently in the basement of the existing building and it may be supporting a portion of the building. Before proceeding with any next steps, the Trustees must approve these changes and a meeting must be held with Anne Larsen of the MBLC, the architect, and the Review Committee to ensure that everyone understands all of

the changes and ramifications of these changes. According to the terms of the grant, any changes to the library's building program +/- 5% must be approved by the MBLC. In addition, because changes to the design/development plans will incur additional expenses, the Foundation Board must be included in these discussions.

In order to redesign the meeting room space and eliminate the cumbersome entrance/exit, there would be no separate meeting room access for any after-library-hours meetings. The Trustees approved a policy stating that no usage of the multi-purpose room would occur after library hours unless the group pays for a staff member to remain onsite to close the library. The Trustees then approved the change in the size of the meeting room from 40 seats to 90 seats. It was further suggested that the architect cost out providing a dividable room and removing the town vault. The estimate for preliminary drawings from the architect is about $950.

Nick, Mary Beth, Sue, and Jan attended the MBLC workshop for construction grantees held December 3rd and received information about how the grant process will work, what needs to be in place before receiving the grant, and what requirements are attached to the grant.

Old Business:

In terms of our Trustee vacancy, Mary Beth has spoken with someone in town who is interested in the position. Mary Beth will have further discussions with her and update her on our building project.

New Business:

There was some discussion about including the article for approval of the library addition/renovation and debt exclusion on the annual town meeting warrant and election in May. Because of the possibility of a special town meeting on the Tahanto school renovations in January, the Trustees deferred its decision on the timing of bringing the library addition to the town until the January 8th meeting.

The Trustees voted to authorize up to 20 hours for part-time staff coverage for Nick to prepare grant materials.

The meeting was adjourned at 9:18 p.m.

The next meeting will be held on Wednesday, January 8th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary

Meeting Notes 12/11/02

COA 7pm Present: JS, MBL, CR, LR, ST. also Jon Siegner, W Krupecki

minutes 11/13/02 ok'ed

Treasurer Report + reimb for Fdn mailing $268, + expense of PR fruit-baskets. 62,000 + total acct moved to seek new bank.

Grant Subcomm: need resumes to NL by 12/31 ←

Centenary Comm: Jan 7th reception wine + cheese, 1/14 snow date TUESDAY EVE

DIR RPT → MBL, JS to find vols to move stuff in CR prior to mtg cly 12/21 Inv cont

Budget – meet Cap Comm (prior to) on Jan 8 at 7pm BET mtg MSP – 7pm

→ Call Herb Cronin + Wayne Saur + others → + 1/7 invite to JS cap plg comm + yellow brochure w/ Fdn Com. maybe add 2004 Centenary $ for event

DRC, close of MBL Drawer + mtg room.

Should we have a no after-hours policy?

role of the vault + the Tower

Policy on utilization of mtg rm after hours.

→ call other libs on mtg room after hr use (Goodyear WLB) for BET

MSP = that mtg Rm need not have after hrs access

Vault Tower 8th floor

MSP = that mtg rm be increased to 90 (that CR bar be added)

→ ltr to invite AL by new drugs after DRC. Need days est from JR prior to Fdn mtg on 19th of Dec

Trustee Vacancy: Marcia Previously, Invite to 1/7 opening

Sunday 12/22/02 Val Party at ST 2-5 pm

8:57 In mtg vote. Tchaikovsky will go before 8pm may; (Jenny) for 700,000, then prog, tax we to go on levy warrant, + may pull it.

→ Agenda: → Con ask for "no more than" + less if necessary ... Talked to Jenny.

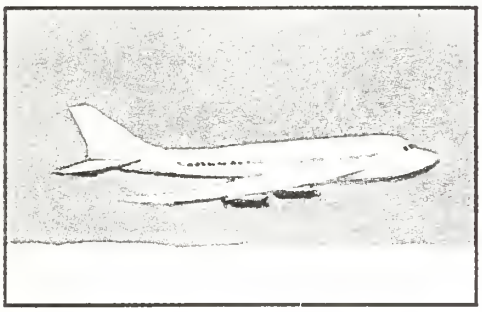
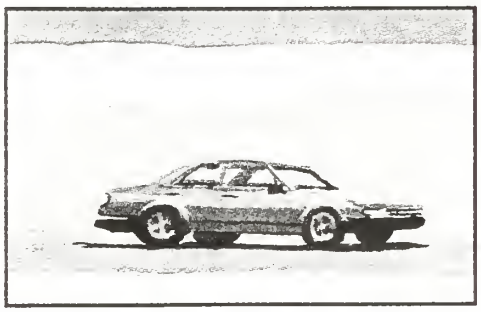
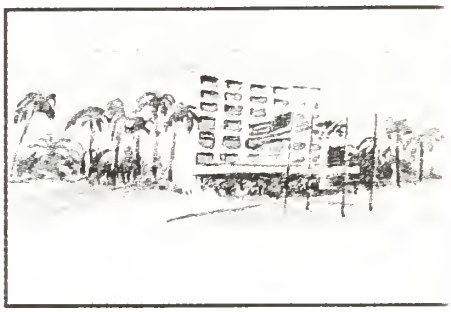
Auditors 20 hrs & extra staff coverage for grant writing time

MSP to do

no 1/8 attendance for LR To 9:20 pm

→ add $ to FAQs. Edit for correctness - to ST

How $39 can *SAVE YOU $1,256** on your next vacation

Airfare – round-trip	Car Rental – 1 week	Hotel – 7 nights
		
They paid $838 You paid $598 You saved $240	They paid $221 You paid $ 94 You saved $127	They paid $1,512 You paid $ 623 You saved $ 889

Your total savings: $1,256

Few things are as confusing as travel pricing. Behind the glossy ads with beautiful models on the beach often lurk phony deals, complicated schemes, and lots of "fine" print.

To help you cut through the confusion, there is the **Consumer Reports Travel Letter**. It offers you *independent, reliable, timely, money-saving* travel information from the source consumers have trusted for more than 60 years.

The Travel Letter comes from the same nonprofit organization that publishes CONSUMER REPORTS—the magazine that reveals best values in cars, electronics, and home appliances for 15 million readers.

In the **Consumer Reports Travel Letter** you'll find *strategies for finding the best values* in airfares, rental cars, hotel rates. You'll get the names and phone numbers you'll need to cash in on the best deals.

You'll learn how to *pay the lowest price* on the plane, how to *save up to 50%* on a hotel, how to *get the best deal* on car rentals, and how to *spot travel scams*—here and abroad.

It always seems that somebody is paying less. Why shouldn't it be you?

Send for the Consumer Reports Travel Letter: Mail the coupon below or the bound-in reply card. There is NO RISK!

cut here

YES! start my risk-free subscription to

Consumer Reports travel letter

5F5M9

I'll pay only $39 for 12 monthly issues.
I SAVE $21 off the single-copy price.

Name

Address

City State Zip

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Boylston Public Library Board of Trustees Meeting Minutes
December 11, 2002

The meeting was called to order at 7:01 p.m.

Present: Mary Beth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, Nick Langhart, Director, and Guests Jan Seymour and Walter Karpowski

The minutes of the November 13th meeting were approved.

The Treasurer's report was approved. Treasurer Angelo Scola noted that Fleet Bank has been charging us $5.62 per month for the past six months for maintaining our checking account. It was approved that Angelo should investigate this charge and other potential banks that are not charging any fees and may provide some interest.

Correspondence:

Paula Peterson, Assistant Director, sent a thank-you note to the Trustees for the gift fruit basket sent to her after her surgery.

Grant Sub-committee / Centenary Celebration:

Mary Beth reported that she had contacted Jane Peck, who had run the capital campaign for the Worcester Public Library (WPL), and received lots of great information about the WPL campaign.

The grant sub-committee has reviewed the grant requirements for the Kresge grant and is preparing materials for each section. These materials will be reused for other grant applications.

Jan requested that each member of the Board of Trustees submit a curriculum veritae or resume to her outlining his/her professional affiliations. She has sent an email to everyone requesting this information by the end of December.

A wine and cheese reception is being planned for Tuesday, January 7th, at the library to kickoff the Capital Campaign and Library Centennial Celebration. Snow date is January 14th.

Director's Report:

Library:

Nick indicated that Lynn Butler, President of the Friends, has volunteered to clean the children's room carpet, scheduled for Saturday, December 21st. Lynn has the

necessary equipment and Nick will move the furniture and books to accommodate the cleaning. Mary Beth will contact Lynn and solicit volunteers.

The FY2004 budget is due January 6th. Since the next Trustees meeting is not until January 8th, Nick will contact Rob Fennessey, Town Administrator, about our obtaining an extension so that the Trustees may approve the proposed budget at its next meeting. The instructions from the town indicate that the salary budget should only be increased by 3% and that there should be no increases to the expense budget. Our meeting with the Finance Committee is scheduled for February 6th at 8 p.m.

Nick had also received a request form from the Capital Planning Committee about any capital budget items being requested. Nick will contact Herb Cronin, with whom he had met last year about our building project, and invite him and the other members of the Capital Planning Committee to the next Trustees meeting - January 8th at 7:00 p.m. - to discuss the status of our building project. In terms of other capital items, the subject of requesting funds from the Town for the Library's Centennial Celebration was suggested and tabled until the next meeting.

The Library's report for the Town Annual Report is due January 13th. Nick will write and Mary Beth will sign on behalf of the library.

Building:

The Building Design Review Committee has met twice to review recommendations from the MBLC. Between the two meetings, several members of the committee had either visited various libraries with new additions or interviewed the director or library staff about each recommendation cited by the MBLC. Among the recommendations are: (1) provide separate access to the children's room, (2) provide a separate children's restroom, (3) move the elevator closer to the main entrance, and (4) redesign the meeting room entry/exit. The Review Committee determined that a separate children's room entrance/exit and the moving of the elevator closer to the main entrance would not be feasible because of the need to maintain the current level of staffing and potential security issues with a separate open access. With regard to a separate children's restroom, the architect believes that he can redesign the space to accommodate this change.

In terms of the current design of the meeting room that had been designed for 40 seats, the Review Committee and the Architect had discussed the possibility of transforming the space in the basement of the existing building into a meeting room that would accommodate approx. 90 seats, remove the cumbersome entrance/exit situation, and provide a unique meeting space for townspeople's use. As a note, the original building program had recommended a meeting room to accommodate 100 seats. One key consideration is that the town vault is currently in the basement of the existing building and it may be supporting a portion of the building. Before proceeding with any next steps, the Trustees must approve these changes and a meeting must be held with Anne Larsen of

the MBLC, the architect, and the Review Committee to ensure that everyone understands all of the changes and ramifications of these changes. According to the terms of the grant, any changes to the library's building program +/- 5% must be approved by the MBLC. In addition, because changes to the design/development plans will incur additional expenses, the Foundation Board must be included in these discussions.

In order to redesign the meeting room space and eliminate the cumbersome entrance/exit, there would be no separate meeting room access for any after-library-hours meetings. The Trustees approved a policy stating that no usage of the multi-purpose room would occur after library hours unless the group pays for a staff member to remain onsite to close the library. The Trustees then approved the change in the size of the meeting room from 40 seats to 90 seats. It was further suggested that the architect cost out providing a dividable room and removing the town vault. The estimate for preliminary drawings from the architect is about $950.

Nick, Mary Beth, Sue, and Jan attended the MBLC workshop for construction grantees held December 3rd and received information about how the grant process will work, what needs to be in place before receiving the grant, and what requirements are attached to the grant.

Old Business:

In terms of our Trustee vacancy, Mary Beth has spoken with someone in town who is interested in the position. Mary Beth will have further discussions with her and update her on our building project.

New Business:

There was some discussion about including the article for approval of the library addition/renovation and debt exclusion on the annual town meeting warrant and election in May. Because of the possibility of a special town meeting on the Tahanto school renovations in January, the Trustees deferred its decision on the timing of bringing the library addition to the town until the January 8th meeting.

The Trustees voted to authorize up to 20 hours for part-time staff coverage for Nick to prepare grant materials.

The meeting was adjourned at 9:18 p.m.

The next meeting will be held on Wednesday, January 8th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary

Agenda

Boylston Public Library Board of Trustees

November 13, 2002
7:00-7:30pm

Call to Order

Approval of Minutes of October 9, 2002

Treasurer's Report

Old Business

Trustee vacancy

New Business

Review of overdue book policy
Long-range planning

Adjournment

Attachments:

Librarian's Report

Centralities

NEXT MEETING: December 11, 2002

PAYMENT LETTER TO BORROWER

FROM: FIRST AMERICAN MORTGAGE TRUST
·P.O. BOX 470826
·BROOKLINE VILLAGE, MASSACHUSETTS, 02447-0826

RE: Loan No: 0015322035
Property Address: 84 BOUTELLE STREET, FITCHBURG, MASSACHUSETTS 01420

TO: ·RAMON LUIS MEDINA
·11 LEWIS STREET #2
·WORCESTER, MASSACHUSETTS 01610

Dear Borrower:

The monthly payments on the above referred to loan are to begin on DECEMBER 1, 2002 , and will continue monthly until NOVEMBER 1, 2032 .

Your monthly payment will consist of the following:

PRINCIPAL AND INTEREST	$ 822.28
MMI/PMI INSURANCE	48.28
RESERVE FOR TAXES	114.98
RESERVE FOR INSURANCE	34.42
RESERVE FOR FLOOD INSURANCE	
TOTAL MONTHLY PAYMENTS	$ 1,019.96

You are to make your payments to:

·FIRST AMERICAN MORTGAGE TRUST
·P.O. BOX 470826
·BROOKLINE VILLAGE, MASSACHUSETTS 02447-0826

Any correspondence, or calls, in reference to your loan, please refer to the above loan number.

Copy received and acknowledged.

Boylston Public Library Board of Trustees Meeting Minutes
November 13, 2002

The meeting was called to order at 7:00 p.m.

Present: Mary Beth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, Nick Langhart, Director, and Guests Lynn Butler, Walter Karpowski, Peggy St. John, Jan Seymour, Margaret Sieber, Persis Hamilton.

The minutes of the October 9th meeting were approved.

The Treasurer's report was approved.

Nick noted that Paula Peterson, Assistant Director, had had surgery that day. It was moved and approved that Angelo Scola would purchase a gift fruit basket at a cost of $25-$50.

Old Business:

To date, we still have a Trustee vacancy. Mary Beth and Letty have contacted a couple of people but they had not heard back. Mary Beth will contact her candidate once again and then contact Letty on the outcome.

New Business:

Mary Beth indicated that she had received feedback that a few patrons were unhappy with the library's policy to call patrons who have overdue books and/or materials. Our policy is to send postcards followed by a telephone call if needed. It was moved and approved that the current policy remain in effect because of the need for the library staff to have a mechanism to ensure the return of library materials. It was further moved and approved that the Trustees would revisit this policy in six months at the May, 2003, regular Trustees meeting.

Mary Beth suggested that, because of Paula Peterson's years of service to the library (nearly a third of the library's 100 year history), an article or series of articles be written about her and some of her remembrances and events at the library. Mary Beth will pursue with local newspapers.

The topic of long-range planning had been on the agenda and was deferred to the joint meeting of the Trustees, Foundation, and Friends scheduled for 7:30 p.m.

The topic of the Foundation's annual appeal letter was introduced and, after some discussion, was deferred to the joint meeting of the Trustees, Foundation, and Friends scheduled for 7:30 p.m.

The meeting was adjourned at 7:31 p.m.

The next meeting will be held on Wednesday, December 11th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary

Meeting Notes 4/13/02 ~~Quarterly~~

COA 701 Present: MBL, ST, AS, LR, CR. Also L. Butler, WK, P. ST. J NL

Minutes of 10/9 appeal

Treasurer rpt (no chg) flower basket for PP ($25-50) fruit

OB - TRUSTEE NOMINATIONS → Gerard Donnelly. Randy Feldmon

NB - Overdue bk policy. discid. No chg for 6 mo

an article (TTG, Worrog) on PP length of Srce (began Jan '76 = 27 yrs in '03)

(long-range plg to 7:30 mtg)

MBL Issued of no Trustee nomes on Annual Appeal letter

Adjourn 9:33

Combined mtg - Quarterly

Present: MBL, PHamilton, ST, AS, LB, LR, CR, WK, PSTJ, Jan S, M. Seiber, NL (12)

Report by ST on Mass Trustee Assoc wkshp. handout & Wellsley steps

Discc of a folder on the Campaign. 1) WPI graphics person 2) Diane Richmond design pro-bono. WK's idea of NEW, free lib card. → PR Subcomittee to be created, marketing + publicity. Jan + LR to coordinate

Discc of announcement

Cap Campaign: Jan Seymour. Jan Open Hse. 2) Events. 2) Feasibility / Interviews

Mem Day commitments ~~announce~~ - then the public phase. [Discc of cobbler Shop.] Kick-off Jan 7, Tue. VIP event by invitation at Lib, scheduled event. INV sent out early Dec, calls first. maybe 100 or 40 Early Eve 7:00-9:00

those who are are supporting. Names to JS. Informational mtg. Ck one-day wine permit requirement. Feasibility study. FAQs have been solicited. Intv Trg session in mid-Jan for home-visits.

> Centenary Gala, M. Seibert in charge. U Sta, Higgins, etc. (the culmination) made 4, 2004

Mem Day: "footprint" on ground by earth-moving eqpt. Summer picnic

April Mystery dinner. Dec christmas ornaments.

Stationary discc for uniformity using old image. Then Fdn

Display Bd ab exterior bldg materials for Mem Day from JR

Next mtg Feb 2ND Wed 12 7:30

Librarians and library supporters in the towns of Auburn, Boylston, Clinton, Grafton, Holden, Hopedale, Leicester, Millbury, Princeton, Shrewsbury, Sterling, Sutton, Upton, West Boylston and Worcester
cordially invite you to celebrate

The Heart of Democracy - The Library

Join Library Advocates for Breakfast

Friday, March 1, 2002 from 8 to 9 a.m.
At the Worcester Public Library
3 Salem Square, Worcester, MA 01608
(directions below)

RSVP by Friday, February 15, 2002 to Worcester Public Library
(508) 799-1691 or e-mail: arobinso@cwmars.org

Invited legislators include: Senators Chandler, Glodis; Representatives Binienda, Bunker, Fresolo, Frost, Leary, Naughton, Pedone, Peterson and Polito

Directions to the Worcester Public Library:

WPL is located at the corner of Franklin and Salem Streets in downtown Worcester near the Worcester City Hall and the Worcester Fashion Outlets. Use Exit 16 off I-290. A metered lot is adjacent to the library. Please check *www.worcpublib.org* for complete directions.

Sponsored by The Central Massachusetts Libraries
Legislative Breakfast Committee 2002

Agenda

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library

November 13, 2002
7:30pm

Call to Order

Correspondence

- Capital Campaign seminar, Nov. 16, in Framingham
- Announcement of MBLC vote of provisional grant award to Boylston Public Library for $1,646,139.00 for library construction
- Grant recipient workshop Tuesday, Dec. 3, at Ayer P.L.

Committee Reports

- Grant/Capital Campaign Subcommittee Report
- Inter-board communications status report
- Centenary Committee report

Foundation

- Report on Annual Appeal
- Report on meeting of Oct. 17

Friends

- Report on Pumpkin Contest & Open House, Oct. 31

Adjournment

Attachment:

Capital Campaign seminar registration form

Other Mitford Books by Jan Karon

AT HOME IN MITFORD

A LIGHT IN THE WINDOW

THESE HIGH, GREEN HILLS

OUT TO CANAAN

A NEW SONG

Children's Books by Jan Karon

MISS FANNIE'S HAT

JEREMY: THE TALE OF AN HONEST BUNNY

Boylston Public Library Joint Meeting of the Board of Trustees, the Library Foundation Board, and the Friends of the Library - Minutes
November 13, 2002

The meeting was called to order at 7:33 p.m.

Present:
Trustees: Mary Beth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault,
Foundation Board Members: Walter Karpowski, Peggy St. John, Jan Seymour, Persis Hamilton
Friends Board Members: Lynn Butler, Margaret Sieber
Library Director: Nick Langhart

Mary Beth Litofsky welcomed the three boards for its first joint meeting.

Correspondence:

Sue Therriault had recently attended the annual Joint MLTA/MFOL (Mass Library Trustees Association / Mass Friends of the Library) meeting where there were two sessions on fundraising. The first focused on building/renovation fundraising and included speakers from Wellesley, Palmer, Groton, and Acton. The second focused on endowment funds. Sue distributed the outline of the Capital Campaign for the Wellesley Public Library. There will be a Fundraising seminar sponsored by the MBLC on Saturday, November 16th, from 10 - 12:30 at the Framingham Public Library; Sue Therriault is planning to attend.

Jan Seymour mentioned that she had spoken with someone about putting together some graphics for our Capital Campaign. This idea sparked discussion about the need for a public relations sub-committee to deal with publicity and marketing functions and materials. As chair of the Capital Campaign, Jan volunteered to work with anyone else interested. Letty Ridinger agreed to work with Jan to coordinate this group and spearhead the approach. It was moved and approved to establish this subcommittee and to have it present the ideas back to the Trustees, Foundation, and Friends.

Mary Beth mentioned the announcement of the MBLC vote of the provisional grant award to the Boylston Public Library of $1,646,139 for library construction. We have one year to secure the remainder of the monies required to complete the construction. Additionally, we will need to secure public commitment through various town boards and vote at town meeting. Mary Beth briefly reviewed the debt exclusion schedule that she had received from Donna Erickson.

Nick mentioned that there will be a Grant Recipient Workshop on Tuesday, December 3, at the Ayer Public Library. Mary Beth, Sue, Jan, Walter, and Nick plan to attend; others are welcome to attend.

Tue Sep 04 2001

WHITINSVILLE SOCIAL LIBRARY
17 CHURCH ST
WHITINSVILLE, MA 01588

28117000022806
PAMELA A EMMERLING
179 ROCKY RD
WHITINSVILLE MA
01588

AUTHOR: LeClaire, Anne D.
TITLE: Entering normal
CALL NO: F LEC
BARCODE: 37366000182578
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Milford Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:22

Committee Reports:

Grant/Capital Campaign Subcommittee Report:

As chair of the Capital Campaign, Jan Seymour announced plans for an Open House for special invitees and interested citizens to be held on the evening of January 7th to kickoff the Library Capital Campaign. The purpose of this meeting will be to inform various constituencies of our capital campaign and Library Centenary plans and to secure their help. Two groups are being established. The first will concentrate on the Gala, to be held in March 2004, and potentially other centenary events to be held through 2004. The second will focus on the Feasibility Study to be conducted in January - March 2003 as part of the Silent Phase of the Capital Campaign. Names should be sent to Jan and should be representative of the various town constituencies. Personal phone call invitations will be done in early December, followed up with a formal written invitation. Individuals submitting names should also indicate whether they are interested in personally inviting the person. It was agreed that talking points should be put together for individuals calling invitees to ensure that all the points are covered and individuals invited are aware of the purpose of the open house.

As for the Feasibility Study, Jan indicated that several good Frequently Asked Questions (FAQs) had been received and that the answers were being prepared. She is planning to hold a meeting / training session for the interviewers to review the material and to role play specific situations. This training is planned for mid-January. Peggy St. John indicated that the telephone follow-on activity from the Foundation's annual appeal is planned for mid-January as well. Since there would appear to be overlap, she will contact the Appeal Committee and coordinate with Jan.

The Silent Phase of the Campaign will be held from mid-January - May, 2003. Given the breadth of the campaign and the urgency to raise the remainder of the monies required within one year, it was moved and approved that all library events should be greenlighted (aka approved) through the Capital Campaign sub-committee to ensure that there are no conflicts across the three boards or with other activities in town. Jan agreed to be the clearinghouse for this calendar.

Mary Beth indicated that the Grant subcommittee has reviewed the Kresge grant requirements and plans to meet at the library on Friday, December 6th, for a working grant-writing session. The Ecotarium in Worcester received a Kresge grant within the past year and Mary Beth is trying to get information on the submission from the Ecotarium.

Inter-board Communications Status Report:

There was some discussion about the need for all three boards to coordinate all activities and to ensure that all communications include all three boards. Of particular note was the recently distributed Foundation Annual Appeal letter. It was moved and approved

Tue Sep 04 2001

WORCESTER PUBLIC LIBRARY
160 FREMONT STREET
WORCESTER MA 01603

D620009711
BLAIR BARBARA L
3 LINDA VISTA ST.
WORCESTER, MA
01603

AUTHOR: James, P. D.
TITLE: Death in Holy Orders
CALL NO: F jam
BARCODE: 37366000178873
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Auburn Circ Desk
NOTE: 508 752-3500

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

that a single set of stationary be used by the Trustees, the Foundation, the Friends, and the Library itself. It would include the drawing of the original library (with the date 1904 under the picture of the building), and the names of the Trustees, the Foundation Board, the Friends Board, and Nick as Library Director. Lynn Butler agreed to email Peggy St. John the names of the Friends' Board members and Peggy agreed to obtain the stationary.

Centenary Committee Report:

Jan Seymour and Margaret Sieber outlined preliminary plans for a formal gala event in March 2004 that would cap off the Capital Campaign. There was some discussion about Memorial Day 2003 being the Kickoff for the Active Phase of the campaign and potential events, including a display of large construction equipment, marking off the footprint of the addition in its proposed area, and a display board of the construction materials to be used on the new addition. The suggestion was made to invite members of the Memorial Day Committee to the open house on January 7th to secure their support. Other ideas included special library centenary events to occur within a 100-day window and a town picnic. The Foundation also indicated that it is still planning to hold its Mystery Dinner on April 26, 2003.

Foundation:

Report on Annual Appeal

Peggy St. John and Letty Ridinger reported on its Annual Appeal. Over 1800 letters had been mailed out the previous week at a cost of about $268.

Report on Meeting of October 17

Walter Karpowski reported on the Foundation's annual meeting on October 17th. It consisted of three meetings: the Foundation's Board meeting, followed by a meeting of the Foundation's Corporators, followed by the first meeting of the year for the Foundation. There was some disappointment in the small turnout for the Corporator's meeting, due partly to not giving enough notice to attendees.

Friends:

Report on Pumpkin Contest and Open House on October 30:

Lynn Butler reported on the overwhelming success of the Pumpkin Contest held at the library on Wednesday, October 30. Over eighty pumpkins were displayed, nearly $100 in donations were received and given to the Boylston Firefighters, many awards were given, and everyone had a wonderful time! Plans are to do it again next year.

The meeting was adjourned at 9:30 p.m.

Tue Sep 04 2001

SIXTEEN ACRES BRANCH LIBRARY
1187 PARKER STREET
SPRINGFIELD MA 01129

D743103242
BOUDET MARIE B
63 TELBAR STREET
SPRINGFIELD, MA
01128-1333

AUTHOR: Iles, Greg.
TITLE: Dead sleep
CALL NO: F Ile
BARCODE: 37366000182305
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Springfield SA Circ Desk
NOTE: HOLD--HOLD

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:41

The next meeting of the Joint Boards will be held on Wednesday, February 12th, at 7:30 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary, Board of Trustees

Tue Sep 04 2001

WEST SPRINGFIELD PUBLIC LIBRARY
200 PARK STREET
WEST SPRINGFIELD MA 01089

D310376804
LEE M COSTELLO
74 ORCHARDVIEW ST
WEST SPRINGFIELD, MA
01089

AUTHOR: Howard, Linda,
TITLE: Open season
CALL NO: F HOW
BARCODE: 37366000183980
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: West Springfield Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:50

11/13/92

WELLESLEY FREE LIBRARY
CAPITAL CAMPAIGN

PROFESSIONAL GUIDANCE

1 Feasibility study
2 Setting amount of the campaign
3 Campaign oversight
4 In-kind help

SETTING THE FRAMEWORK

1 Campaign Chair
2 Campaign Committee
3 Paid Campaign Director
4 Honorary Committee

PREPARATION

5 Database of donors
6 Case statement
7 Establish non-profit 501c3
8 Graphics – logo, renderings
9 Pledge forms other campaign materials
10 Identification of naming opportunities

LAUNCHING THE CAMPAIGN – SILENT PHASE

1 Gifts from Campaign Committee
2 Presentation and cultivation of major donor prospects
3 Written proposals to prospective major donors

PUBLIC PHASE

1 Town-wide mailing
2 Cultivation parties by Committee members

RECOGNITION

1 Personal letters
2 Donor recognition
3 Celebratory parties

Agenda
Trustees of the Boylston Public Library
October 9, 2002

Call to Order
Approval of Minutes of September 4, 2002
Treasurer's Report
Director's Report
Library:
Fall newsletter is in the mail
State Aid financial report is due October 25th
Budget reductions at C/W Mars, CMRLS, CPC
Building:
Tahanto building renovations to be voted
Status of Library Capital Construction Bond Bill
Visit of Anne Larson 10/16 re: Design Development
Bill from Richmond+French Design
Draft to ZBA: need a lawyer to look over
Need to convene Building Committee

Grant Subcommittee Report/Recommendations
Capital Campaign
Library Centenary Celebration
Steering Committee
Feasibility Study
Old Business
Trustee vacancy
New Business
October 30th Friends Halloween Party
Trustee/Foundation/Friends November 13 meeting agenda
Adjournment

Attachments:
Librarian's Report
Fall newsletter
Centralities

Next Meeting: Wednesday, November 13, 2002

--- StripMime Report -- processed MIME parts ---
multipart/alternative
  text/plain (text body -- kept)
  text/html

Boylston Public Library Board of Trustees Meeting Minutes
October 9, 2002

The meeting was called to order at 7:04 p.m.

Present: Mary Beth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, Nick Langhart, Director, and Jan Seymour, Guest.

The minutes of the September 4th meeting were approved.

The Treasurer's report was approved.

Director's Report:

Library:

The fall newsletter has been prepared and collated; about 2000 have been distributed throughout the town.

The state aid financial report is due to the MBLC on 10/25. Nick will be compiling the statistics over the next couple of weeks. As a reminder, the Boylston library must spend at least 20% of its budget on books and materials.

Nick outlined three major budget reductions: (1) CW/Mars will be raising its fees because its allocation from the state is reduced by $450,000. The assessments for full members will be an increase of 16 - 32%. For OLA members (Boylston library), the assessment will increase by 5.3% to $2500, which we can cover. The bill will come in June, 2003. (2) CMRLS funding is reduced but it should not have a major impact on us. (3) The Community Partnership for Children (CPC), which provides monies for children's programs will be reduced to $500. As a point of information, two years ago, we received $2500 and, last year, we received $1000.

Nick will be speaking with Judy about applying for a grant through the Libri Foundation.

Building:

There will be a special town meeting in early November to vote on the Tahanto renovations and addition. The cost is about $16 million. Nick was approached by the Town Administrator about our being included on this warrant and we opted for the annual town meeting in May.

Library Capital Construction Bond Bill for a total of $75 million was passed on August 10th. To date, notification has not been received on how the monies will be disbursed or when notification will occur. The $75 million has already been included in a

bond but the disbursement process has not been agreed upon and may be re-examined when a new governor is elected. Depending upon the method of disbursement and within six months of notification, the Board of Trustees and the Board of Selectmen will need to be ready to sign a contract with the MBLC that indicates that we have the remainder of the funds required for construction.

Anne Larson from the MBLC has requested a meeting with Nick to review the design/ development drawings once again. The meeting will occur on October 16th.

Drawings in response to neighbors concerns have been delivered by Richmond French. The cost is $750 and the bill will be presented to the Foundation for payment.

Nick has a draft of required variances parepared by Jonathan Richmaond that need to be presented to the Zoning Board of Appeals (ZBA). It was suggested that an attorney review the draft. Mary Beth indicated that she would speak with Mike Michaels on the ZBA about areas of concern indicated by the architect.

Nick plans to reconvene the Building Committee after the meeting with Anne Larson and to review the research that Jonathan Richmond has completed.

Grant Subcommittee Report / Recommendations

The Grant Subcommittee has met twice since the last Trustees meeting. At the last Foundation meeting, Walter Karpowski appointed Jan Seymour, who has experience in fund-raising, as the Chair of this subcommittee and of the Capital Campaign Committee. Jan has been meeting with various key people to gather background on this project and is putting together a draft of a capital campaign proposal. She suggested utilizing the 100th year birthday for the library building (2004) in a Library Centenary Celebration. Celebration events could include a gala for various townspeople and dignataries, children's programs, and programs that would involved various groups within town. Jan will also be folding the feasibility study into the capital campaign.

As a mechanism for ensuring that communication is high and all facets of the capital campaign and Library Centenary Celebration are integrated, Jan proposed a Steering Committee comprised of representatives of all four constituencies (Trustees, Foundation, Friends, Staff). Mary Beth presented this proposal to the Trustees and Jan would be presenting the same proposal to the Foundation on October 17th. After some discussion, Jan Seymour was invited to the meeting to further discuss the concept. She stressed that the most efficient way to achieve a concerted fund-raising effort is to combine the capital campaign with the Library Centenary Celebration and to have a Steering Committee oversee the efforts. There were many questions about the need for a Steering Committee given that the Grant Sub-committee was established with represenatives from the Foundation, Trustees, and Friends. After much discussion, three alternatives surfaced: (1) establishment of a Steering Committee to oversee both the capital campaign and the library centenary, (2) folding the Library's Centenary Celebration

into the responsibilities of the Capital Campaign Committee under the auspices of the Foundation, and (3) maintaining two separate committees - the Capital Campaign Committee (which includes the Grant Sub-committee) under the auspices of the Foundation and the Library Centenary Celebration Committee under the auspices of the Trustees. Several Trustees believe that the Library Centenary Celebration is the responsibility of the Trustees.

After much discussion, the Trustees voted to defer the decision regarding the establishment of a Steering Committee until early 2003 after the three boards have had an opportunity to work through the joint meeting planned for November, the distribution of minutes, and other communication mechanisms created over the past month. Additionally, it was approved by the Board of Trustees that a Library Centenary Committee would be established under the Board of Trustees to work on the 100th year celebration and that representatives from the Trustees, Foundation, Friends, and staff would be solicited to join this group. Mary Beth, Angelo, and Sue volunteered from the Trustees and Nick will represent the staff.

Old Business:

To date, we still have a Trustee vacancy. Mary Beth and Letty have contacted a couple of people but they were already committed to other things. Another name was submitted and Marybeth will follow-up.

Mary Beth mentioned that she had spoken with Lynn Butler, new Chair of the Friends, and that Lynn had indicated that the Friends will not be doing any fundraising (other than Memorial Day) for two years. Programs and activities will continue to occur but that they will be no cost events. Additionally, the Friends will be totally supportive of the library and will help whenever/wherever they can given their limited membership.

New Business:

The Friends will be having a Halloween Party at the library on Wednesday, October 30th, and have requested that a Trustee attend. Sue Therriault agreed to attend

At the next Trustees meeting on Wednesday, November 13th, the Foundation and Friends will be invited to attend at 7:30 for a joint discussion. Mary Beth will put together a formal agenda with Walter Karpowski and Lynn Butler.

The discussion of the updating of the library's long-term plan was postponed until the December meeting.

The meeting was adjourned at 9:10 p.m.

The next meeting will be held on Wednesday, November 13th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary

Meeting Notes 10/9/02

ck Library grant w/ Judy → Being [illegible] → [illegible] for Nov [illegible]

Mike Michaels - ZBA. MBI will call

give MBI Jim's draft + his comments = DONE → [illegible] Plan [illegible] Die if th

Space bldg comm - set date

grant Subcommittee - 2 mtgs Since the 9/4th BET

Jim Seymour appt Chair of Grants + also Campaign Corporator

— New Cmte. JS writing a purpose for.

"Centenary Celebration", handed out

Sub cmttee for Parks, to [illegible], block etc, pavilion, ph, etc. "roadways" maybe.

Feasibility Study — A cohesive approach

Steering Cmttee — to coord all plans, eg DPW, Hist, Friends + Orgs for 9 members

Debate on necessity/utility of the Steering Cmttee concept.

Centenary Celeb draft distributed

Feasibility Study described

JS: Debate on Steering Cmttee concept

motion that BET creates Centenary Cmttee, MBI

AS, MBI, NL - Athens Jamilton

JS leaves

MBI on Friends: No fundraisers. Holiday Parade of minimum cost. Help when they can. (Affinity credit cards)

Trustee vacancy. Pat Shanahan. No one happier. Dorothy - LR will call

Jessica E Seymour
12 Diamond Hill Rd
Beverly, MA
(W) - 02494 / fx 2653
Jessmaura@comcast.net

3. GRANT APPLICANT CERTIFICATION

PURPOSE: The purpose of the State Partnership Program is to expand the availability of public access computing and to provide access to the Internet and digital information through the public library.

ELIGIBILITY STANDARD: To be eligible for a State Partnership Program grant from the Bill & Melinda Gates Foundation, a library must be recognized by the state library agency as a public library, act as a public library, be open for public use (not as an administrative facility), serve an area of greater than 10 percent poverty, and not have previously received a Bill & Melinda Gates Foundation grant.

In making this application, we certify that:

1. We understand the purpose of the State Partnership Program, and this library meets the eligibility standard.
2. We understand the four Program Principles and with every good faith effort will comply with them.
3. The information provided in this application is complete and accurate to the best of our knowledge and represents the needs of this community.
4. The grant funds will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
5. We understand that there may be costs associated with receiving a grant that are not covered by the grant. These expenses might include, but are not limited to, staff, construction/renovation, furniture, materials, supplies, ongoing telecommunication costs, and non-granted hardware and software.
6. Good faith efforts will be made to sustain the public access computing capability established by this grant. Such efforts will be aimed at ensuring that all computers and peripheral equipment are kept fully operational and appropriately supplied. Also, good faith efforts will be made to ensure adequate public funding for the proper maintenance and eventual replacement of the equipment provided by this grant.
7. We understand that grants will be made only to public libraries that provide direct access to computers for public use, and we will operate and administer the computers and Internet access without charges or fees to library patrons.
8. We understand the grant requirements as stated in the *Grants and Eligibility Guidelines* publication.

SIGNATURES

Library Director

Signature: _____

Name (please print): _____ Date: _____

Chair of the Library Board

Signature: _____

Name (please print): _____ Date: _____

Agenda
Trustees of the Boylston Public Library
September 4, 2002

Call to Order
Approval of Minutes of June 12, 2002
Treasurer's Report
Director's Report

Library:

Bill Gates Foundation computer grant application submitted
State Annual Report filed
Dehumidifier purchased and installed in children's room
Historical Society request for information
Newsletter for Fall in preparation

Building:

Drawings in response to neighbors concerns delivered
Library Capital Construction Bond Bill passed Aug 10th
Jonathan & I spoke at First Church Men's Breakfast Sept 3

Old Business

Trustee vacancy
Report of Ad Hoc Committee on B.O.T, Foundation, Friends
Report of Grants Committee

New Business

Adopt FY 2003 Meeting Dates

Adjournment

Attachments:

2002-2003 B.O.T Meeting Dates
3 Librarian's Reports
'Upcoming Funding…' memo and calendar
3 Centralities

Next Meeting: Wednesday, October 9, 2002

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Boylston Public Library Board of Trustees Meeting Minutes
September 4, 2002

The meeting was called to order at 7:02 p.m.

Present: Marybeth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, and Nick Langhart, Director.

The minutes of the June 12th meeting were approved.

The Treasurer's report was approved.

Director's Report:

The Trustees received thank you notes from the Boylston Fire Department and from Trudy MacNamee for the donation given to the BFD in memory of Russell MacNamee.

Library:

Nick indicated that he had applied for a grant from the Bill and Melinda Gates Foundation, through a special state program, for the purchase of a computer with software for public use in the children's room.

Upon Marybeth's approval, Nick has filed the annual state report that outlines statistics for the Boylston Library. Among the most interesting statistics is that the circulation for both adults and children books, materials and videos has increased significantly (approx. 34%) over FY2002. Children's program attendance is up 38% and ILL requests are up 22%. There was some discussion regarding the reasons for these increases.

Nick has recently purchased and installed a dehumidifier in the children's room because of the significant dampness. The unit is working well.

The Boylston Historical Society has various slide/tape programs for loan. One is on the library and could be used as we prepare for our building project.

The fall newsletter is in preparation and will be distributed in a few weeks.

Building:

Drawings in response to neighbors concerns have been delivered.

Library Capital Construction Bond Bill for a total of $75 million was passed on August 10th. A meeting with the MBLC Director was held today where various funding disbursement alternatives would be discussed but Nick had not heard the outcome. He will follow-up with an email upon his return from vacation. The official announcement is

expected in October. Nick presented a potential timeline from Architect Jonathan Richmond based upon the most aggressive alternative, disbursement within 6 - 12 months. Boylston is now number 15 on the waiting list; one library had to drop out. There is $34 million to be disbursed among approved libraries ahead of us. There will be no new grant rounds for at least five years, i.e. until this grant round is complete.

Architect Jonathan Richmond and Nick Langhart spoke at First Church Men's Breakfast on September 3rd. The library plans and model were well-received by the 40 attendees. This presentation is the first of many on the library's roadshow.

Old Business:

Marybeth updated everyone on our continued quest for a candidate to replace Trudy MacNamee, who resigned and moved from town. Additional names were submitted and Marybeth and Letty will follow-up over the next few weeks.

In the spring, an ad hoc committee consisting of two members each from the Trustees, Foundation, and Friends was established to discuss the roles and relationships among these three groups. The committee met three times during the summer and discussed three major topics: (1) the need for better communication among the three groups and (2) how to achieve better cooperation among all three groups, and (3) the reporting relationship of the grant sub-committee to the Foundation and the Trustees. In terms of better communication, the suggestions that were made were to circulate the minutes of each group to the other two groups, to send representatives to each group's board meetings, to email the minutes of each group to the other groups, and to meet every six months as a full group. In terms of establishing better cooperation, the committee felt that each group should clarify its purpose in relation to library and to each other. The Trustees approved the communication suggestions and directed the Secretary of the Trustees to send its meeting minutes to the Chairs of the Foundation and the Friends subject to Trustee approval at its next meeting. The Board also approved scheduling a joint meeting of all three groups for Wednesday, November 13th, at 7:30 p.m. at the library. As President of the Trustees, Marybeth agreed to attend the monthly Foundation Board meetings. In terms of the third item, the Trustees approved the recommendation from the Foundation that the grant sub-committee report directly to the Foundation rather than having it report to both the Foundation and the Trustees. Marybeth will communicate this decision to the Foundation and to the sub-committee.

The work of the Grants Sub-committee has been on hold pending the Foundation's work on a Feasibility study. Three members of the Foundation had agreed to work on this study and its work will provide some of the necessary data required for some of the grant applications. A meeting of the Grant Sub-committee will be scheduled after finding out about the progress of the feasibility study committee.

New Business:

Nick presented the FY2003 Board of Trustee meeting dates, which were approved by the Trustees.

Sue suggested that the updating of the library's long-term plan be put on the agenda for the October meeting.

The meeting was adjourned at 8:52 p.m.

The next meeting will be held on Wednesday, October 9th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Secretary

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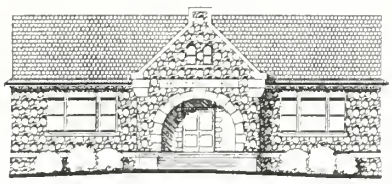
Susan A. Therriault, Secretary

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

August 14, 2002

To: Boylston Public Library Board of Trustees, Foundation, Friends

From: Nick Langhart, Director

Re: Tentative release of State capital funds for Public Library Construction

---

I'm sending you the full text of the memo I received today from the Board of Library Commissioners.

It is likely that Boylston will be notified this fall that **to be eligible to receive $1.6 million toward library building construction, the matching $2.5 million must be in hand by March or April of 2003.**

Events are moving more rapidly than we had anticipated. A special Town Meeting vote for a debt exclusion may be needed before May of 2003. Fund raising is critical. If we cannot raise our match, we probably will not be participating in this grant round at all.

I expect that we will have more information by the date of the next Board of Trustees meeting, scheduled for September 11.

I will keep you informed of developments.

Perhaps we can lay a cornerstone on the centennial of the original!

cc: Rob Fennessy, Town Administrator
Jonathan Richmond, Richmond French Design

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215
617 267-9400 • 800 952-7403 (in-state only) • Fax: 617 421-9833

DATE: August 12, 2002

TO: Waiting List Libraries, Massachusetts Public Library Construction Program

FROM: Robert C. Maier, Acting Director

SUBJECT: Funding for library construction

The Governor has signed S2271, an omnibus bond bill which authorizes the expenditure of $75 million for public library construction. This is a significant milestone and I congratulate you all. Your continued support has indeed made a difference.

A number of Waiting List libraries have posed questions about how events will unfold from this point. I would like to offer the following possibilities and advice. Please share it with Library trustees, Building Committee members and your municipal officials, as appropriate.

1. Since the bond bill has passed and has been signed by the Governor, the next step is for the MBLC staff to negotiate a budget for the actual expenditure of the authorized funds with the Governor and her staff and the Executive Office of Administration and Finance. These offices have responsibility for State capital bond expenditures through a Five-Year Capital Budget, which is limited by a variety of constraints to $1.3 billion per year. The Massachusetts Public Library Construction Program has had a place in the Governor's Five-Year Capital Budget since 1992, through three administrations.

Please note that the questions to be answered concern the following issues:

- the timing of the actual release of funds.
- how many contracts the MBLC can issue at this time.
- whether or not the payment schedule for all projects can be maintained as it is outlined in the Regulations.

2. Following authorization of annual spending targets under the FiveYear Capital Budget, the Board of Library Commissioners will be able to vote Provisional Awards to municipalities for Approved Public Library Projects, in the order of the Waiting List.

The date of the Board's vote of Provisional Awards is unknown at this time. You will be notified when this date is firm. Future Board meetings are scheduled for Thursday, September 12 in Duxbury and for Thursday, October 3 at Anna Maria College in Paxton.

3. Once a Provisional Award has been voted, a library and municipality have six months to complete local funding and to fulfill other certifications and requirements. An award is final once a Grant Contract is signed with the Board. The Library must begin construction within a further nine months after a Grant Contract is signed. In this context, I call your attention to the following definitions from the regulations for the MPLP (605 CMR 6.00)

> Certification of Funds. The Board shall require a certification of the availability of local funds sufficient to cover the estimated eligible cost of the total project at the time the municipality accepts the award. This shall equal the costs that remain after deducting the provisional award amount from the total eligible cost. The total of federal and state monies may not exceed 75% of the eligible cost.
>
> Certification of Project. After notification of provisional award and within six months of the Board's vote, the municipality shall certify that sufficient funds are available to cover the total estimated cost of the approved public library project as approved by the Board and that construction will commence within nine months from the signing of a Grant Agreement with the Board.
>
> Construction Start Date. The signing of a construction contract between the municipality and the general contractor.

4. In order to meet the possible timetable outlined above, I would urge you to anticipate Provisional Awards to Waiting List communities in sequence as early as September 12 or October 3. This would mean that communities receiving a Provisional Award must achieve local funding by March 12 or April 3, 2003. If your project needs a Town Meeting Vote, an Override or Debt Exclusion, or additional fundraising, it is urgent that each local library and municipality plan its next steps.

On such a timetable, the Construction Start Date would either be December 12, 2003 or January 3, 2004.

5. Please note that time will be of the essence. According to a recent opinion of the Attorney General, public construction projects are required to do a second Designer Selection Process prior to proceeding with Design Development. I advise you to plan on this and to do it in a timely fashion, since it can cause additional delays.

6. Should a Waiting List community be unable to accept a Provisional Award, reference will then be made to communities still remaining on the Waiting List.

7. Patience Jackson, Library Building Consultant and Anne Larsen, Associate Library Building Consultant will be holding one or more workshops in central locations for Directors of Provisional Award recipient libraries, plus a trustee, Building Committee member, or interested town official. An invitation to the workshop(s) will be sent out as soon as the timetable is more definite.

BOT mtg ~~minutes~~ Notes 8/4/02

COA 7:02 all present: KS, ST, MBL, LR, CR.

MSP minutes of 6/12

Treas: $6,911.85

Notes from Boylston Fire Dept + Trudy's thanks

Dir's rpt
on Const funding

FEASIBILITY STUDY. MBL'S INTERNET SEARCH - FIND LIST OF PROSPECTS (P. BRISSETTE) + SOLICIT PLEDGES. USE PSS'S FRIEND FOR ADVICE. NEED EXPERTISE. ST: COULD WE JOIN FORCES WITH OTHER LOCAL LIBS? LR TO CALL MBL ON PST'S FRIEND. 9:55

→ LONG RANGE PLAN UPDATES. ERING TO OCT 8se → JF ISSUE

7:38

OLD: TRUSTEE VACANCY: (4)
Dove Buchanan. Fr Paul Toupes?
LR: lawyer, well connected
some body just-under + ppl for Fdn, (Janice Seymour no name (Friend of Peggy St Ja)
ST: who could help sway Tm mtg? Herb Cronin? N
LR: Don 2:3 Silvernan, former Trustee, wife teach. MBL to call
MBL: Gerard Donilly. (Russ Fullu does not live in Tn.)
LR: Martha + Ron Wagner (1)

PRIORITY MATTER

7:55 BOT, Fdn + Funds report. MBL: (1) Need for comms. Need united front - send + share minutes. Send a rep to Other's mtgs. E-mail minutes. joint meetings Quarterly. (2) How do we work jurisdictionally? Dirs of each. Disso of issues - who reports to who? WK wants Grants under Fdn.

Consensus: Joint mtg of 3 times/yr. add mins to "N.B." (pre-approved)

ST: move: rec of BOT send mins to Chairs of Funds / Fdn, + joint ~~mtg~~ mtg every 6 mo. LR second. Passed.

8:16 Grant Ad Hoc Comtte: ~~AS~~ moves grants come to Fdn
(Nov 5th for first joint mtg, 7:30 for Fdn, 7:00 for BOT) ST AS M, S, P.

8:25 Feasibility Study (MBL) hire a firm to set up; we do interviews. Role of Fdn.

~~LR to call MBL~~ (8:35)

CENTRALITIES: SURVEY

Please help us evaluate the usefulness of *Centralities* by responding to this survey. Return the survey to the CMRLS office (fax 508 757-4370) by **Monday, September 30, 2002** or complete the online version at *http://www.cmrls.org/csurvey.htm*

1. *Centralities* is currently published monthly and available on the website. Due to budget cuts, CMRLS is considering making changes to *Centralities*. Please check the one method that you would prefer.

_____ OK to publish a monthly online version only.
_____ I can print *Centralities* at my library if you offer a printable version.
__X__ OK to publish a print/email digest with links to online content.
_____ Please keep the current schedule and publish in print every month.

2. How do you get *Centralities*? Check all that apply.

__X__ *Centralities* is circulated to all staff in the library. and distributed to all trustees!
_____ *Centralities* is left in the staff lounge for perusal.
_____ I read *Centralities* online.
_____ I don't read *Centralities*.

3. How do you get your news? Check all that apply.

__X__ I read *Centralities* monthly.
_____ I check the CMRLS homepage.
__X__ I subscribe to the CMRLS distribution list.
_____ I subscribe to other distribution lists.
_____ I network with colleagues.

4. Help us evaluate the usefulness of each column by completing this section. How often do read:

	I never read it	I sometimes read it	I always read it
Centralities newsletter			**X**
AV Showcase		X	
Coming Up		X	
Electronically Speaking		X	
Job Openings		X	
New in the Regional Collection		X	
PR Corner			
Regional 911			
Regional Reference			
Sites to See		X	
Straight from the Administrator			X
Youth Services Notes	X		

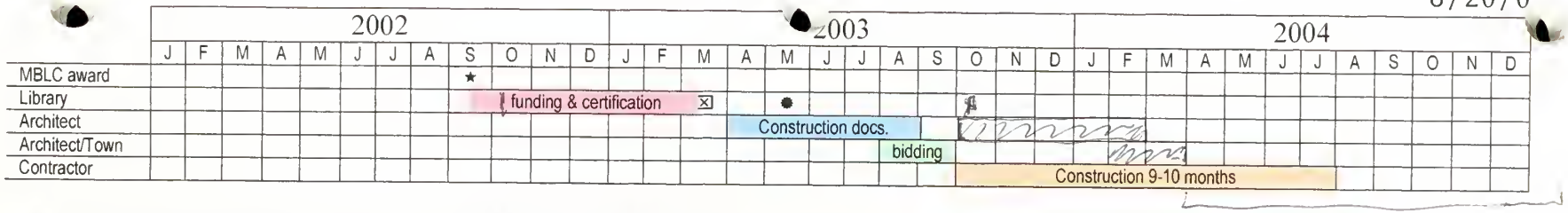
5. What is your position at the library? (Director, department head, support staff)

director

6. Your comments: Useful, helpful

Please return this survey to CMRLS, 8 Flagg Road, Shrewsbury, MA 01545 **Fax: 508-757-4370**

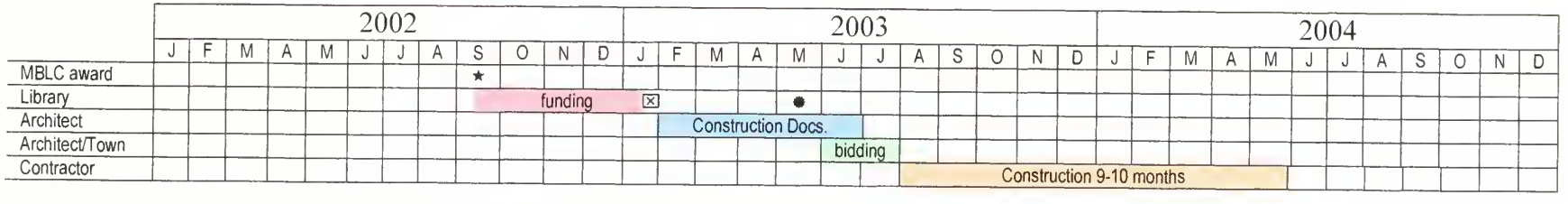
8/20/02 NL


2002
2003
2004
J F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D
MBLC award
Library
Architect
Architect/Town
Contractor
funding & certification
Construction docs.
bidding
Construction 9-10 months

September award with special Town Meeting at March 2003 deadline

Provisional Award date by MBLC:	September 12, 2002
Special Town Meeting:	early March 2003
Completion of local funding by:	March 12, 2003
Architect begins drawings:	Match/April 2003
Out to bid:	mid-August 2003
Construction start date by:	October, 2003
Completion of construction	July 2004

★ Award notification from MBLC
● Regular May Town Meeting
☒ Special Town Meeting


2002
2003
2004
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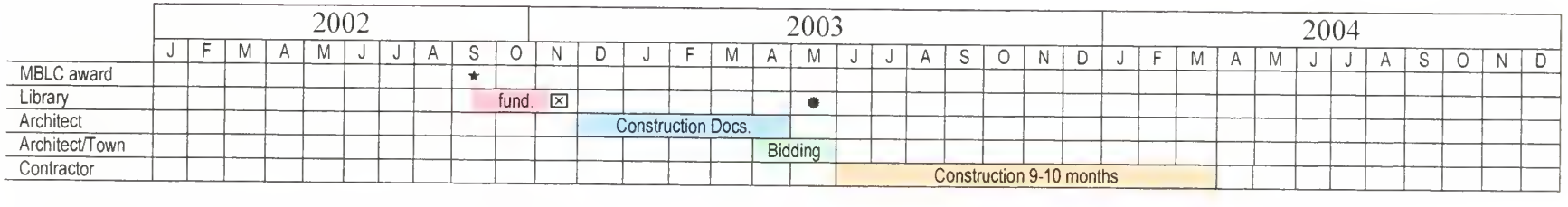
MBLC award
Library
Architect
Architect/Town
Contractor
funding
Construction Docs.
bidding
Construction 9-10 months

September award with special Town Meeting January 2003

Provisional Award date by MBLC:	September 12, 2002
Special Town Meeting:	late January 2003
Architect begins drawings:	Feb 2003
Out to bid:	mid-June 2003
Construction start date by:	August, 2003
Completion of construction	May 2004

★ Award notification from MBLC
● Regular May Town Meeting
☒ Special Town Meeting


2002
2003
2004
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MBLC award
Library
Architect
Architect/Town
Contractor
fund.
Construction Docs.
Bidding
Construction 9-10 months

September award with special Town Meeting Late November 2003

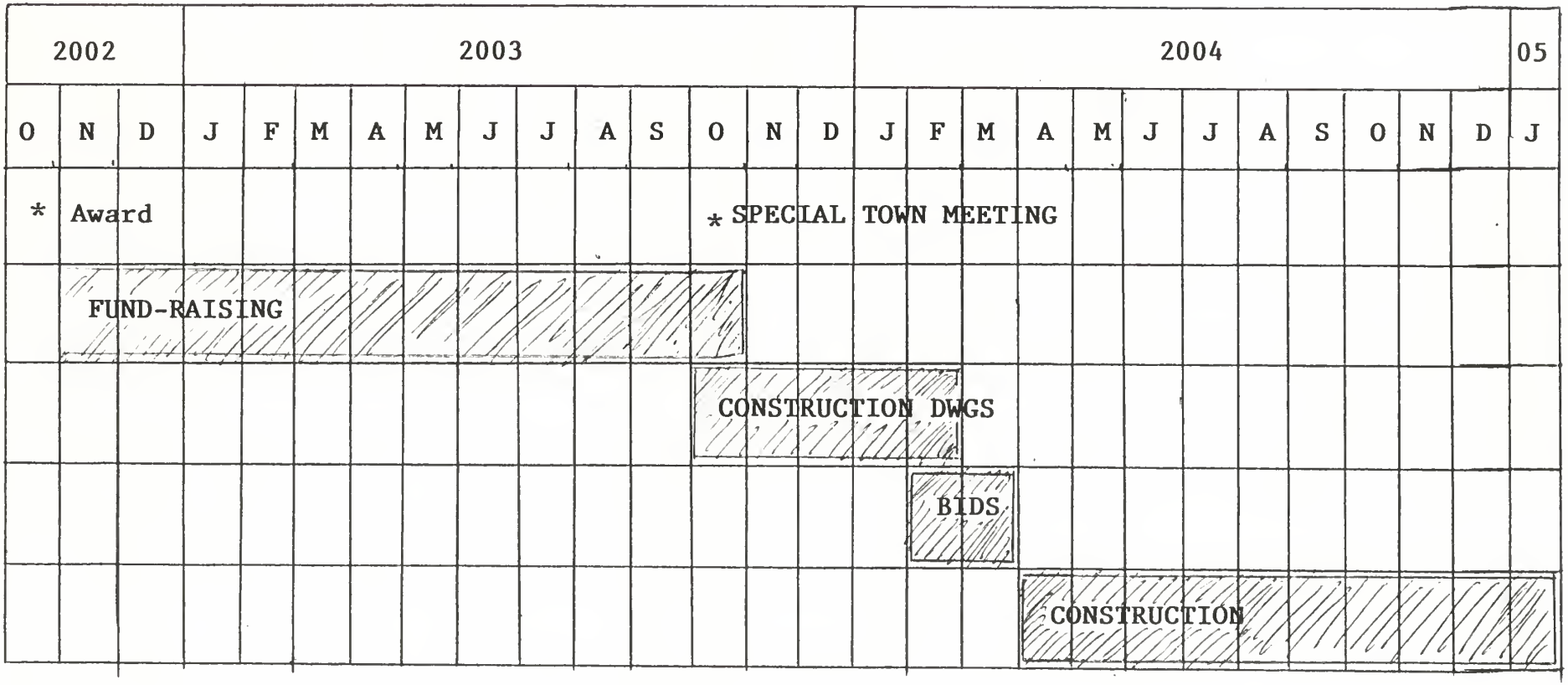
Provisional Award date by MBLC:	September 12, 2002
Special Town Meeting:	Late November 2003
Architect begins drawings:	December 2002
Out to bid:	mid-April 2003
Construction start date by:	June 2003
Completion of construction	March 2004

★ Award notification from MBLC
● Regular May Town Meeting
☒ Special Town Meeting

16 mo from start of const dwgs to completion

Boylston Public Library

Should we receive a provisional grant award in October, 2002:



MBLC provisional award date: Oct 10, 2002
Special Town Meeting: October, 2003
Completion of fund-raising: October, 2003
Construction drawings & docs begun: Oct, 2003
Project bid: February, 2004
Construction start date: April, 2004
Completion of construction: January, 2005

Agenda
Trustees of the Boylston Public Library
June 12, 2002

Call to Order
Approval of Minutes of May 8, 2002
Treasurer's Report
Remarks of Foundation Chairman Walter Karpowski
Director's Report

Library:

Director's Annual Report to the Trustees for FY 2002
Children's Internet Protection Act-revised policy attached
Memorial Day events & book sale report
Director's Materials Selection course completed May 29
State ARIS workshop held today

Building:

Meeting with Dick & Karen Prince was Saturday, June 1
J. Richmond met with Town Building Inspector June 3
Summary of meetings with Town Boards will be prepared
Front handrail re-secured

Old Business

Trustee vacancy

New Business

Election of Board Officers

Adjournment for Public Hearing on Internet Access and Safety Policy

Attachments:

Librarian's Report
Memorial Day financial report
Internet Safety Policy
Director's Annual Report to the Board for FY 2002
Centralities

Next Meeting: Wednesday, September 11, 2002

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
June 12, 2002

The meeting was called to order at 7:10 p.m.

Present: Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, and Nick Langhart, Director

The minutes of the May 8 meeting were approved.

The Treasurer's report was read and approved.

Walter Karpowski and Peggy St. John from the Foundation were present. Walter expressed an interest in setting up a meeting with a sub group of the Trustees and Friends to discuss how the different organizations interact with each. Sue will set up a meeting with all interested parties.

Nick submitted the Director's Annual Report.

The Trustees approved the revised Internet Access and Safety Policy, which had been reviewed by Town Counsel Greg Angelini.

The Memorial Day book sale and kids fair had a profit this year of $1186.34.

Nick has completed the Director's Materials Selection course as of May 29.

Nick attended the ARIS workshop held today at the Groton Public Library.

Mary Beth, Jonathan Richmond and Nick met with Dick and Karen Prince, abutters to the library, June 1. The Princes expressed concerns with the change in site lines from their home once the addition and adjoining parking lot were built. Jonathan will take these concerns in addition to the ones expressed by the Moores and make some suggestions as to how the situation can be dealt with.

Jonathan Richmond met with the Town Building Inspector June 3. He reviewed Jon's plans for the addition.

Jonathan will prepare a summary of the meetings he has held with the various Town boards.

The metal handrail on the steps, which was loose, has been re-secured.

Eileen de Castro had three write in votes at Town election for the Trustee position. She declined the position, with regrets. Michael Biancamano received two write in votes. Sandy Bourassa, Town Clerk, is waiting to hear if Michael will accept the position.

Election of Board of Trustee officers was held. The officers for fiscal year 2003 are:

Mary Beth Litofsky	President
Cathy Richard	Vice President
Susan Therriault	Secretary
Angelo Scola	Treasurer

At 8:00 pm a public hearing of the Child Internet Protection Act (CIPA) was held. Members of the community as well as a library staff member attended the meeting. The new Internet Access and Safety Policy was discussed.

Meeting adjourned at 9:10 p.m.

Next meeting will be Wednesday, September 11, 2002 at 7:00 p.m.

Minutes submitted by Cathy Richard.

BOARD NOTES 6/12/02

COA

7:10

AS, ST, CR, LR. NL. P. SoJ, WK

MSP minutes $5,996.51 in Acct of BOT

MSP approval Internet Access Policy as Amended - Filters

WK wants to tell MBL re: grants writing. Clarification of respo for fund-raising. BOT's perspective on who reporting to who. MS upset about Fdn's role.

ST - get 2 from 3 groups to meet on these issues. BOT should revisit by-laws.

LR - All for the library. needs airing

Meeting w/ Cheryl

Dosse of Trustee. De Castro letter read 7/9 or Charlie Orozco's wife?, after Mike Biancamino refuses

---

Self committee for a Bylaws Group
2 from Fdn, BOT, friends - set a date

---

officers
P: MBL
VP: CR
Sec: ST
Treas: AS

Tue Sep 04 2001

WORCESTER PUBLIC LIBRARY
160 FREMONT STREET
WORCESTER MA 01603

D782685435
MCNAMARA JANE B
28 KANES CROSSING
WORCESTER MA
01609

AUTHOR: Martini, Steve,
TITLE: Jury
CALL NO: F Mar
BARCODE: 37366000182701
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Worcester Green. Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:56

Agenda
Trustees of the Boylston Public Library
May 8, 2002

Call to Order
Approval of Minutes of April 10, 2002
Treasurer's Report
Director's Report

Library:

Children's Internet Protection Act and the search for filters
Thanks to Mary Beth for gift certificates, distributed
Appreciation sign displayed, raise notices sent
Memorial Day events & book sale planned
Materials selection course began today
Flag replaced/2 shelves added to Children's Room/ wasps sprayed

Building:

Meeting with Art & Sue Moore was Saturday, April 30
Meeting with Dick & Karen Prince after May 12
Model at Town Meeting with revised flyers, 80 distributed
Foundation will be showing model around town

Old Business

Draft: Internet Safety Policy & Network Services Agreement
Trustee vacancy

New Business

The library building will be 100 in 2004 (5/30 or 11/10)

Adjournment

Attachments:

Draft Internet Safety Policy
Librarian's Report
Revised handout on building plans
Centralities
(Take a copy of the 2001 Town Annual Report)

Next Meeting: Wednesday, June 12, 2002

Tue Sep 04 2001

NORTHBORO FREE LIBRARY
34 MAIN STREET
NORTHBOROUGH MA 01532

D250205157
COUGHLIN JUDITH S.
56 NORTHGATE RD
NORTHBOROUGH, MA
01532

AUTHOR: Penn, Audrey,
TITLE: The Kissing Hand
CALL NO: JJ PEN
BARCODE: 37366000155335
STATUS: CHECK SHELVES
LOCATION: Boylston Juv Picture Book
PICKUP AT: Northborough Circ. Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:31

Boylston Public Library Board of Trustees Meeting Minutes
May 8, 2002

The meeting was called to order at 7:05 p.m.

Present: Marybeth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, and Nick Langhart, Director.

The minutes of the April 10th meeting were approved.

The Treasurer's report was approved.

Director's Report:

Library:

Thank you notes from the staff who had received Appreciation Awards from the Trustees during National Library Week were passed around and everyone thanked Marybeth for all the gift certificates and letters that she had written. Jonathan Richmond has printed an appreciation sign that had been displayed; Marybeth will send him a thank you note for his efforts and for the sign that he is making for the library model.

Nick updated everyone on the Memorial Day plans for the Friends and for the Foundation. Lots of books had been received and there will be many children's activities throughout the day.

Nick is beginning his required Materials Selection course. Upon completion of this course, he will have completed two courses with two more to go.

The American Flag that is displayed in front of the library has been replaced; Nick will dispose of the old flag according to federal regulations.

Two shelves have been replaced in the Children's room.

A wasps nest has been sprayed.

Building:

A meeting with Art and Sue Moore, abutters to the library's property, was held on Saturday, April 20. Marybeth represented the Trustees and Jonathan Richmond, our architect, provided information and detail to the Moores. They agreed to take under advisement the ideas and suggestions made by the Moores. The meeting with Dick and Karen Prince will be held at a date to be determined but after May 12th.

The model of the proposed library addition was displayed at Town Meeting and 80 flyers were distributed. The Foundation plans to continue to show the model around town at various events and club meetings.

Old Business:

Nick presented his draft of a policy for our compliance to the Children's Internet Protection Act entitled Internet Safety Policy and Network Services Agreement. After much discussion about the draft, issues surrounding the policy, and its impact on our library services, the Trustees voted to accept the policy as amended. In terms of Next Steps, Nick will contact Greg Angelini, Town Counsel, to review the policy by May 24th. We will also hold a public hearing on Wednesday, June 12th, at 8:00 p.m. at the library. Nick will handle the advertisement and posting. The Trustees will meet at 7:00 p.m. and adjourn to hold this meeting.

Marybeth updated everyone on our continued quest for a candidate to replace Trudy MacNamee, who resigned and moved from town. Additional names were submitted and Marybeth and Letty will follow-up over the next few weeks.

New Business:

The Boylston Library will be 100 years old in 2004. The cornerstone was laid on May 30th and the Building was dedicated on November 10th. Various suggestions were made for celebrating this milestone, including holding a kickoff event and various town-wide activities and celebrations. A subcommittee comprised of Trustees, Foundation members, and Friends was suggested as a means to pull together some ideas. Letty agreed to discuss with the Foundation.

A request was made from the Foundation to have the Fundraising Subcommittee, comprised of two Trustees, one Foundation member, and one Friend, update the Foundation on its efforts. Since this group is a joint subcommittee, it was agreed to update the Foundation, the Trustees, and the Friends at their next meetings and to provide updates on a regular basis or as requested.

The meeting was adjourned at 9:05 p.m.

The next meeting will be held on Wednesday, June 12th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Vice-Chair

BOT 5/8/02 mtg minutes

Cpt 705

minutes by ST AS, ST, LR, MBL, NL (no CR)

MSP minutes of 4/10/02

→ DR – talk to PWilcox on seeing the model

→ list of Comity Orgs – for model, for club agenda

P.O., School, Clerks (Sudbys)

NB 100/2 of Sempra dem Fdn Funds, BOT date. Submit off all + Stffs. LR will raise at Fdn. LR on Funds for at next BOT

Library Symposium – ST was there

→ Fund-raising by Maureen George – read

CIPA POLICY: Signing on file or anytime?

① Angelini check the Policy now.

~~Add address~~. (Showing any card may be sufficient)

ST: add purchasing to #5

– putting it on PC yes?

"Will be asked to show = Lib card Driver's lic"

MBL – make one page 2 side, driving lic, or lib card # added at bottom

NEWSLETTER PUBLISH! → ~~Internet~~ INTERNET Policy #-6 and say that we make (agreement not printed)

③ E-mail Trustees when Angelini responds.

MSP to approve or amend the Internet Policy

② adv as of 6/12, not to be voted till after Angelini. Agdm has to the 24th

If Big chgs, use E-mail to BOT. If small edits, just do it.

Trustee Vacancy: Eileen DiCostro. Interested. I write-in will do. (LR)

Craig Longwell – over-extended (MBL)

Gerrard Donnelly – ask for Fdn (LR)

Creating Distribution Lists

Distribution lists allow you to assemble lists of people with whom you regularly communicate. You can create a new message addressed to the list and it will be sent to everyone you have included there.

To begin working with your distribution lists, click on the distribution list button in the toolbar or click on Addresses | Distribution lists in the Pegasus Mail menu bar.

From this window, click on the "New List" button to create a new distribution list.

You will be prompted to enter a name for the list. Do so, and then click the "OK" button.

You will be presented with a form to fill in to create your list.

First, give your new list an appropriate title.

Whatever you type in the To: field will show up in the To: field in all of the messages you send to the distribution list. If you leave this field blank, all of the addresses in the list will show up on every message you send out. The Pegasus Mail Help Files recommend filling in this field, following this format: "Descriptive Text" <username@wherever>

If you set Confirm reading, Confirm delivery, Urgent, or Signature options here, these settings will override any settings you make when you create a new message to this distribution list.

Type in the e-mail addresses you want to add to this list, one per line, in the space provided.

Finally, click the "Save" button to save your list.

To create a message to the list, you can open the distribution list window and double-click on the list name.

Practice:

Create a distribution list called "Classmates" that includes all of the other Pegasus Mail Trainees from your information sheet.

Send a short message to "Classmates."

Agenda
Trustees of the Boylston Public Library
April 10, 2002

Call to Order
Approval of Minutes of March 13, 2002
Treasurer's Report
Director's Report

Library:

Children's Internet Protection Act-its implications
Office backfiles of trustees, MBLC & construction organized

Building:

Foundation research update
Meetings with Prince and Moore are set for Saturday, April 20
Library construction increases circulation-the proof
Draft outline of library expansion talk
Report on Italian Dinner and Auction of March 23

Old Business

FY 2003 budget approved by FinCom. Shall we supplement?
Trustee vacancy

New Business

Shall we sponsor the Friends 4/28 children's road rally?

Adjournment

Attachments:

FY 2003 approved budget and reductions
Librarian's Report
Circulation statistics before and after renovations
Library expansion talk outline
Article on Marlboro's Internet policy
Friends of Hillside Restoration invitation
Library hours reminder magnets
Centralities

Next Meeting: Wednesday, May 8, 2002

fyi:

Trudy & Russell MacNamee
243 West Great Western Rd.
Yarmouth Port, MA 02675

Boylston Public Library Board of Trustees Meeting Minutes
April 10, 2002

The meeting was called to order at 7:06 p.m.

Present: Marybeth Litofsky, Angelo Scola, Cathy Richard, Letty Ridinger, Susan Therriault, and Nick Langhart, Director.

The minutes of the March 13th meeting were approved.

The Treasurer's report was approved.

Director's Report:

Library:

The Children's Internet Protection Act must be approved by the Trustees before July 1, 2002. Consequently, we only have two meetings for discussion and approval. Nick will prepare and distribute a draft of our policy prior to the May meeting for discussion at the May meeting

Office back files of Trustees, MBLC, and construction have been organized.

Building:

Nick has done some additional foundation research at Worcester Public Library, which he will shar with the Grant Sub-committee, which will be meeting on Tuesday, April 16th. Nick will also contact the designated Fund-raising person at the MBLC for additional information.

Meetings with Prince Family and the Moore Family, abutters to the library's property, is set for Saturday, April 20. Marybeth will represent the Trustees and Sue will back her up if needed.

Nick shared some circulation statistics that he had gathered regarding the increase in circulation after the completion of a new building or addition. It is uncertain as to whether the increase is due to the new, larger library or because there had been decreased usage during library construction.

Nick shared the draft outline of presentation that he would like to put together on the library's expansion. This presentation would be given to various groups in town during the summer and fall. Trustees were requested to review and provide feedback and/or suggestions.

Letty presented the results of the Foundation's most recent fund-raising event, the Italian dinner and auction. Receipts are still coming in; the total is more than $4100.

Old Business:

The FY 2003 budget approved by Finance Committee was reduced from our request within the Salary account. After much discussion, it was decided that the Trustees would not utilize state aid monies because of the precedent that it may set. The budget as approved by the Finance Committee was approved by the Trustees.

In appreciation and recognition of the efforts and contributions of the staff of the Boylston Library, the Trustees approved the expenditure of $550 for recognition gift certificates. It was further agreed that these awards should be given during National Library Week (April 14 - 20), that a sign thanking the staff and signed by the Trustees be displayed near the circulation desk, and that personal letters acknowledging their efforts and contributions be provided for each staff member along with the gift certificate.

Marybeth updated everyone on her quest for a candidate to replace Trudy MacNamee, who resigned and moved from town. Additional names were submitted and Marybeth and Letty will follow-up over the next few weeks.

New Business:

A request was made from the Friends to have the Library Trustees sponsor the Friends children's road rally on April 28th. It was learned, however, that this event has been cancelled.

The meeting was adjourned at 9:25 p.m.

The next meeting will be held on Wednesday, May 8th, at 7:00 p.m.

Respectfully Submitted,

Susan A. Therriault, Vice-Chair

BOT 4/10/02 MEETING NOTES

ST, AS, LR, MBL, CR (as budget in CB, 6th)

See ProTem. Sue T.

COA: 7pm MSP minutes of 3/13/02

Treasurer: no change MSP

may draft
June Vote
June Hearing w/ weeks notice

NB in May e-mail before
a draft of accpt use.
look at Filters

↳ wtg for grants next Tue
7pm → wtgs for them
needed now → refine what you have
for Tue's wtg re local film research

↳ call MBLC finalization → call re
"Books + Movies" Film

↳ Prince + Moore tutor set. Both Cally for MPL
Back up: ST

on Outline of talk, req'd criteria + names of groups
Lions Historical Soc
George
Kap C
Ch Club
Sp's
Tn Committees — ?

4/10 on Dan + Auction 102 tres Sarah, BO by LR

Budget — LR thinks Tn's cheap w/ us. LR + AS + CR do not want to use SAid
ST: look at Jolo classes + see if we have Some too low.
AS: talk to FriComm over the Summer
LR: How is all Tn money divided? We need to do research, get educ'd
look at all comparable get hours + what other empls make to calc
Real rates. Maybe a merit/hours not tied to Sals.
Wkshps — MLA? Recently say, Formation effort.
Nat Lib week 4/14-20. Gift certificates at Mall as
recognitions... + sign re Lib wk to appreciate staff. Take
from SAid. 4 prob. vs 3 page types $100/50

C/W MARS FY2002 BUDGET ASSESSMENT
SUMMARY SHEET

NOTE: This draft assessment formula uses the FY2001 budget so that a comparison to the existing formula can be made. The actual budget numbers for FY2002 will likely be slightly higher.

Total Budget from Member Fees (Full & Mininets) = $1,203,533

Total Budget from OLA's = $138,668

I. Full & Mininets

27% Budget divided per library

- 10 Mininet libraries counted as 3.333 libraries @ $1775 per library
- 52 Full member libraries @ $5916 per library

33% Staff ports @ $937 per staff port

20% Prorated Materials Budget @ $6,223,883 Network Total in FY99

20% Prorated Circulation @ 8,357,029 Network Circulations in FY99

May add PAC or Internet-only ports by paying the port opening fee only

II. Online Affiliate Libraries

$138,668 divided by 63 OLA's = $2201 per library

May have up to 2 C/W MARS ports and as many Internet only as desired

Pay only Port opening fees for new ports

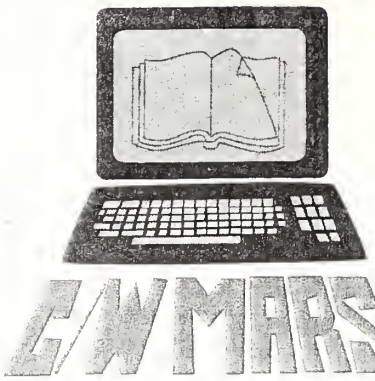
III. Regional Libraries

Regional libraries serve all C/W MARS member libraries and the fee structure must recognize this fact. FY2002 fees will be the same as FY2001 and become the base for future year's fees. The per staff port fees will be the same as all full member libraries. The difference between the FY01 total and the FY02 fee, minus the staff port fees, will be placed in the per member column. There will be no materials budget or circulation assessment.

+ letter of ~~intimation~~, ~~contract~~, ~~meeting~~ and application
ding Lib uk. Notes for pers ~~meeting~~ record, ... would to MSL
→ make up the appropriate application plus / Stable for MSL
Simons Croft cont → Voucher for 400 + 150 = £550.00
State Add. "Employee recognition", Visit lib uk"
→ Tuesday for voucher to Tm. + the Application Sign,
→ Visit Lib week - poster on Excel.

Trustees - Liz Fraser, CPN, asked by MSL regarding ... says no.
Gerry Donnelly - interested. Lawyer.
Ellen D. Castro - LR to contact
Craig Longwell - MSL to contact
} Stakeholder ... unite - us

Read volley Sponsor - ... Sup



1 SUNSET LANE
PAXTON, MA 01612-1997
Tel. (508) 755-3323 • FAX (508) 755-3721

June 21, 2000

TO: C/W MARS MEMBERSHIP

RE: USERS COUNCIL MEETING 6/28/00 @ ELMS COLLEGE

Enclosed please find an additional handout regarding assesment formulas for FY2001. This is a "**draft**". Joan would like members to bring this handout to the meeting on 6/28.

THANK YOU.

Agenda
Trustees of the Boylston Public Library
March 13, 2002

Call to Order
Approval of Minutes of February 13, 2002
Treasurer's Report
Director's Report

Library:

Three warrant articles submitted to Administrator
Results of FinCom deliberations due March 21
Reorganisation of Children's room begun with purchase and assembly of 3 new bookcases and two new computer tables
CIPA conference in Millbury March 27
Library Legislative Day to be Wednesday, April 10 in Boston
Internet class attended March 13

Building:

Design Review Committee met March 13
Next steps: meet with Prince/Moore, letter to ZBA
Bond bill before State Senate includes $75 million for public library capital construction

Old Business

Report on Legislative Breakfast
Trustee vacancy: Trudee's resignation submitted to Clerk
(Last day to take out election papers: March 21, return March 25)

New Business

Fundraising: do we consider a professional firm?

Adjournment

Attachments:

Librarian's Report
Library Legislative Day announcement for April 10
Article on the Berlin Library funding
Centralities

Next Meeting: Wednesday, April 10, 2002

Greetings, folks.

Here are the meeting minutes from October. As usual, any problems with them, plese let me know.

By the way, as the photos from the recent Halloween party confirm, there's a lot of creativity in this group. I always suspected that the person attacking me in the middle of the night with pliers was Mary Beth. Message to Lynn Butler: have your husband seek professional help.....with his makeup.

- Jonathan

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
March 13, 2002

The meeting was called to order at 7:05 p.m.

Present: Chair Mary Beth Litofsky, Cathy Richard, Letty Ridinger, Susan Therriault, and Nick Langhart, Director

The minutes of the February 13 meeting were approved.

The Treasurer's report was read and approved.

Nick submitted three warrant articles to the Town Administrator.

The Finance Committee is due to have their budget recommendations to the Town Administrator no later than March 21. The selectmen approve the recommendations at their meeting on April 16.

The children's room is sporting some new furniture – three new bookcases and two new computer tables.

The next CIPA conference is scheduled for March 27 at the Millbury Library. Nick is planning on attending.

Library Legislative Day will be Wednesday, April 10 at the State House in Boston.

Nick attended an internet class today, sponsored by CMRLS.

The Design Review Committee met today. The architects presented detailed design drawings in addition to a new cost estimation. The new total project cost is estimated at $4,236,528.

Nick would like to set up a meeting with each of the abutters to the library to keep them informed as to the progress of the proposed addition/renovation project. Additionally, Nick will send a letter to the Zoning Board of Appeals with a progress update.

Nick advises there is a bond bill before the State Senate which includes $75 million for public library capital construction.

Mary Beth, Angelo, and Pat Brissette from the Foundation attended the annual legislator's breakfast March 1 at the Worcester Public Library.

Nick received Trudy McNamara's official resignation from her position as Trustee. Nomination papers for this position must be picked up from the Town Clerk by March 21, and returned by March 25.

Discussion was had on whether or not we consider hiring a professional fund raising firm to assist in our appeal for dollars. We will discuss that at our meeting with the Foundation March 21 at 7:00 p.m.

The Foundation is holding an Italian Dinner and Auction March 23 at the Town House. Proceeds are to benefit the planned Boylston Public Library expansion.

Meeting adjourned at 9:00 p.m.

Next meeting will be Wednesday, April 10, 2002 at 7:00 p.m.

Minutes submitted by Cathy Richard.

From: **MaryBethLitofsky@aol.com**
Date sent: **Fri, 15 Mar 2002 06:18:53 EST**
Subject: **Treasurer's Report**
To: **nlanghar@cwmarsmail.cwmars.org, SATherriau@aol.com, rrichard@gis.r lettyis@yahoo.com**

Here's the specific treasurer's report from Angelo--sorry it didn't make it to the meeting.

1. February 14, 02 check for $62.12 to Baker and Taylor Entertainment was voided--
the amount was a credit not debit.

2. The Trustees were reimberused $325 by the Foundation

3. As of 3/8/02, $5757.28 in the checking account.

4. Still using Bank Boston checks on the Fleet account which is fine with the
bank.

Mary Beth

Meeting Notes 12/12/01

COA 705 All Present.

MSP minutes

$1,235.07 in BOT ckg acct. Disc of ck to Frds

Newsletter articles:

Disc of BOT
Frds
Fdn

Jane Peck papers on Fdn donors to WPL dist

Disc of Comittee that would research Fdns -

Get list of donors to W. Boylston

Dist of ST's wkshp in Framingham 12/8/01 (Folder dist also Pat B. has one.)

MBL wants a kick-off at Town Hill

Fdn will plan its year of fund-raising events + have one

Fdn Should... Role of Friends

Need to solicit Seniors...

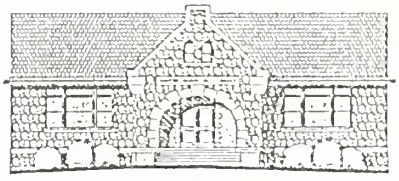
Look at ST's Blair notes.

When ST presents to Fdn, make it a Combo mtg for Say, February

Budget Cover Travel - to fuel

Do Police, Fire Depts - do they ask for monetary help?

BOYLSTON PUBLIC LIBRARY



BOYLSTON, MASSACHUSETTS 01505

LIBRARIAN'S REPORT

Month of [illegible]

Budget	FY 2002	Remaining
Books & Periodicals	$20,500	[illegible]
Audio/Visual	5,000	[illegible]
Supplies	4,500	[illegible]
Equipment & Repairs	3,200	[illegible]
Electricity	2,300	[illegible]
Telephone	960	[illegible]
Fuel oil	4,200	[illegible]
Travel, Training, Membership	900	[illegible]
Printing, Postage, Mailing	1,200	[illegible]
Water	100	[illegible]
Programs	300	[illegible]
Technology	3,380	[illegible]
TOTAL EXPENSES	46,540	[illegible]
SALARIES & WAGES	76,745	[illegible]
TOTAL	123,285	[illegible]

Circulation	Adult	Juvenile
Fiction	[illegible]	670
Non-fiction	123	220
Periodicals	67	
Spoken cassettes	112	14
CD roms	21	
Music tapes, CDs	25	
Videos	453	310
Equipment (camcorder)	2	
Multi-media	[illegible]	10
TOTAL	[illegible]	1204
Total last month	[illegible]	1346
Total same month last year	[illegible]	1219

Services

Volunteers/hours	9 / 60.5	/
Meetings, #/attendance	3 / 57	/
Programs, #/attendance	1 / 12	/
Inter-library loans		
sent		
received		
Other activities		

Program

BANF 3 (15) 56

Story Hr 101

Exps

Sals – PP "associate" 4/6 or "assistant Director"
CN "library" asst

→ get a Personnel Date for mtg in Jan

→ Ask Finance Comte if we can ~~not~~ send in Jan 10 rather than 7th. Ask Rob Fomeroy to delay

~~Mtg~~: to postpone budget approval to Jan 9th

MSP: if we can get submission delayed, otherwise special mtg.

~~Date~~ from Jan 7 to 10

ok to Species Notebook

ty to T. McNamee Disc of temp replacement:

Asborough
Fromz
Dicostro

TOWN OF BOYLSTON
BUDGET REQUEST FORM

DEPARTMENT: LIBRARY DEPT. HEAD: NICHOLAS LANGHART
BUDGET LINE #'S: 33.0 – 33.18

A. SALARIES & WAGES

		HOURLY	RATE	APPROVED	REQUESTED	
LINE #	TITLE / POSITION	Current	Proposed	FY2002	FY2003	COMMENT
33.0	Library Director			28.680		
33.01	Assistant Librarian (25 hrs.)	14.71		19.123		
33.02	Children's Librarian (27 hrs.)	12.61		17.704		
33.03	Junior Assistant (10 hrs.)	8.02		4.170		
33.04		6.21		2.583		
33.05	Housekeeper	7.62		1.585		
33.06	Additional hours/wk for Asst. Librarian			2.900		
	TOTAL SALARIES			76,745		

B. EXPENSES

		APPROVED	REQUESTED	
LINE #	DESCRIPTION	FY2002	FY2003	COMMENTS
33.07	Fuel	4,200		
33.08	Electricity	2,300		
33.09	Telephone	1,000		
33.10	Supplies	4,500		
33.11	Equipment/Repairs	3,200		
33.12	Travel/Training/Dues	900		
33.13	Water	100		
33.14	Audio Visual	5,000		
33.15	Books/Periodicals	20,500	17,600	
33.16	Postage/Mailings	1,200		
33.17	Programs	260		
33.18	Technology	3,380		
	TOTAL EXPENSES	**46,540**		
	TOTAL SALARIES + EXPENSES	**123,285**		

To: Board of Trustees, Board of Library Foundation
From: Nick Langhart
Re: Bills and payments to Richmond+French Design
for Design Development Phase

Total Project Cost: $92,200, to run from July to December, 2001.

Payment Plan: Foundation, $72,000 (approved April 26, 2001)
Board of Trustees, 20,200 (approved May 9, 2001)

History

Date:	Work	Billed		Paid by Foundation
8/4/01	July	$9,220		
8/20				9,220
9/1	August	18,440		
9/25				16,000
10/1	September	20,880	(18,440+2,440 for August)	
11/1	October	39,320	(18,440+20,880 for September)	
11/23				40,000
Billed and paid to date:		64,540		65,220
Owed:				
12/6	November	17,760	(18,440-680 credit from Nov 24 pmt)	
1/2/02	December	9,220		
		26,980		

Plan for final payments: Foundation: $6,780 (72,000-65,220=6,780)
Board of Trustees: 20,200
26,980 Total to be paid

Suggest: Trustees transfer $20,200 to Foundation at maturity of Millbury Savings CD in December.

Foundation pay November ($17,760) and December($9,220) bills, $26,980, by Dec 31 and Jan 31, respectively.

$24,425 Dec 31 fr Millbury CD

December 11, 2001

Tue Sep 04 2001

FORBES LIBRARY
20 WEST STREET
NORTHAMPTON MA 01060-3798

D700569043
BOYD FRIDA H
29 MUNROE ST
NORTHAMPTON MA
01060

AUTHOR: Grisham, John.
TITLE: A painted house : a novel
CALL NO: F GRI
BARCODE: 37366000176943
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Northampton Circ Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

6:29

Boylston Public Library
Inventory of Library Records in Vault
December, 2001

First Drawer:
Records of the Proprietors of the Boylston Social Library, 1792-1880
Librarian's Book, Boylston Social Library, 1792-1880
Board of Trustees Minutes, March 18, 1905-October 1, 1941
Board of Trustees Minutes, March, 1944-October, 1949
Board of Trustees Minutes, November, 1949-December, 1962
Board of Trustees Minutes, January, 1963-July, 1963
Board of Trustees Minutes, March, 1964-July, 1970
Board of Trustees Minutes, February 1, 1977-May 3, 1979

Second Drawer:
Borrower's Register, Boylston Public Library, September 4, 1880-September 14, 1935
Visitor Registration, November 10, 1904-July 12, 1944
"Borrowers are requested to write in this book, the titles of any books which they may desire to have placed in the library", n.d. (c.1904-1912) Includes fines charged 1914-1916
Circulation Records, 1906-1913
Circulation Record, January, 1948-October, 1949
Circulation Record, January, 1950-December, 1968
Circulation Record, January, 1969-October, 1975
Adult Circulation Records, July, 1975-February, 1985
Juvenile Circulation Records, October, 1975-January, 1985
Accession Catalogue, March 1, 1880-January, 1887 (1-2130)
Accession Catalogue, January, 1887-1902 (2131-4793)
Accession Catalogue, December, 1902-December, 1929 (4794-9900)
Accession Catalogue, December, 1929-August, 1943 (9901-14900)
Accession Book, August, 1943-August, 1956 (14901-19900)
Accession Record, September, 1956-June, 1965 (19901-24900)
Accession Record, September, 1965-November, 1972 (24901-28557)
Magazine List, 1904

Third Drawer:
Files of Book Invoices, Bills, Receipts, Letters, 1880-1891
Librarian's Records and Accounts, September 4, 1880-April 21, 1900
Treasurer's Accounts, 1880-1901
Treasurer's Records, 1917-1949
Treasurer's Records, 1950-1973
Library Trust Fund Account, 1945-1958

Dewey, Melvil. Abridged Decimal Classification, 1912
Special Report on Public Libraries in the U.S., Part II, 1876 (Cutter classification manual)

BOARD OF SELECTMEN

TOWN HALL, 221 MAIN STREET, BOYLSTON, MA 01505

DATE: 11/15/01

TO: ALL TOWN BOARDS/COMMITTEES/DEPARTMENTS

CC:

FROM: BOARD OF SELECTMEN

RE: NEW FRONT DOOR LOCKS

To all Town Boards/Committees/Departments:

The Board of Selectmen has initiated a change of the locks in all the exterior doors to the Town Hall. The Selectmen ask that every Board/Committee/Department bring in their old keys to the Selectmen, at that time the Selectmen will issue new exterior door keys. If for some reason you are unable to get a new door key and need to enter the building, the Police Station does hold a door key and will allow people to use it by signing for it. If there are any questions please contact the Selectmen's office at 508-869-2093 or the Town Administrator's office at 508-869-0143. Thank you.

Agenda

Trustees of the Boylston Public Library
with the
Boylston Library Foundation
November 14, 2001

Call to Order, welcome of Foundation Officers and Board

Distribution and Approval of minutes of October 3, 2001

Treasurer's Report

Update on Library Expansion:

Progress - the Design Review Committee

Project costs - Status of payments to Architects
Payment to Independent Reviewer

Fund-raising - Report of meeting with Jane Peck, WPL
Distribution of list of libraries with gifts, grants
Fundraising seminar December 8, Framingham

Director's Report

Library:

Completion of State Aid Annual Financial Report
Application to CW/Mars for costs, benefits of full membership
Books for Elder Housing
Friends: Halloween Costume Ball; "wish list"

Building:

USDA Community Facilities Program loans
Revised promotional flyer distributed at recent Town Meeting
Furnace repair

Adjournment

Next Meeting: Wednesday, December 12, 2001

Attachments:

Librarian's Report
Centralities
Fundraising seminar announcement

BOT meeting Notes 11/14/01

Present: MBL, ST, AS, LR, CR, TMcN. FOUNDATION: Rice, P. Brizzi, Pat Emmerson, T. St John, W Kapowski.

705 COA, notes

MBL remarks – Progress on Comm TV w/ Ch 11 on conditions
Peggy St John – Stop'N Shop gift certificates: $5,000 (for non-profit)
Kelly – how to present the 4 boards, not fund-raising ideas.
MBL – discussions, softball game, Tuesday, Trivia party.
PSt J – Improving games. Reduction. Auditor-speaker like Dr King, Philip Crane, Tapley.
LR – Taxpayer. Chairman Talk. Voters auction. Boston Duck Tour.
MBL – to put us in public eye – not big $. $ to the goal.
– Tour Rock mtg scheduled. Film moment to come. Feasibility study. local business + employers. Naming rights. Events at Tower Hill, the need for a kick-off event. $
ST – getting public support, by sustained activity. The Vols that ask, the people who do. the givers.
P Emm – get your mailer out, say at Fr. Other Blocs Pub, Hillside. Credit / High school. Town stops. Donation opportunities, flyer handouts to accompany.
MBL – the kids coin campaign at WR – pd for the car dealership
WK – Can dep drive thru school. Books on fund-raising? Every computer / virtual classes. Charge for (WK is use computers)
PSJ – the Hancock ad 140/70. Buying a truck, or ramp bike.
WK – Re: video to go to Tr hall – Comp dow-nt will take priority
MBL – Need a Town picnic – Sept/Oct 2003. more like to see it.
– Video doc ch 11, or reveal, for repeat things
→ ST Jn – Newsletter article on Funds, Film, Tr, Trustees, etc.
ST – WSL – funds are added by donating, + they get named. discs of returned memorial gifts.

781-249-3913
'84 BMW 733i
2200 obo

139K miles
94 Corsica
$2400
978-342-8279

Professional Services PLACE

(508)793-9393.

COAL, WOOD, OIL

ABC DISCOUNT OIL
COD 150 Gallon Min. 24-HR Burner Service. Call (508)756-5251

FIREWOOD seasoned, cut & split, or stacked wood avail. Tetreault & Son 1-800-373-4500

HEARTHSTONE Soapstone stove. Burns wood or coal. W/extras, $695..... 508-885-6226 .....

★ Home Oil 508-791-6015★
"Sid the Oil Man" Prompt del. 24 hr. serv. Over39 yrs svc. Call now!

RUSSO WOODSTOVE With blower, Takes 16" logs. $275. Call (508)865-0283.

SAME DAY SERVICE Competitive pricing. Call HARRIS Oil. 508-754-5044/987-5480/865-2543.

WOOD Seasoned. Mixed. $150/cord. (128 cu. ft.) Green log lengths, $100/cord. (508)793-9570

WORCESTER HEATING OIL CO. LOW DiScount PricES! 24 hr. serv. Major Credit Cards. 508-791-0387

FREE COAL Bagged or Bulk. Pennsylvania's Finest Anthracite. 100+ yrs. in b[illegible]s. Call toll free for details [illegible]-9400

COINS & STAMPS

BUYING COINS, estate jewelry, gold, silver, diamonds, watches, rare Metals, 508-791-9290.

DIAMONDS & JEWELRY

ABE MARKOS pays cash for.... Diamonds & Jewelry. 371 Main St., Downtown Worc. 508-791-7901.

DIAMOND RING. Beautiful 1.03 cat solitaire w/papers. Valued at $900, Sacrifice $3000/bo. ..... (508)892-9552 .....

FORTUNE IS WAITING. Top cash prices pd, Gold -Diamonds-Jewelry Lucente Jewelers (508) 839-0028

DRIVEWAYS

New England Paving Services Fall Spec.15% off. Comm./Res. We specialize in sub-division/parking lots. Fully bonded, insured **(508)987-1933**

ELECTRICIANS

A FAST SVS. Low rates. Free est. Residential emergencies, Ins. #A7453. Rick, 508-755-9817

RTDN ELECTRIC, INC. Prompt quality service. Affordable rates. Free est. Fully Insured. Master Lic. 12821 A. 508-335-5211.

ED Service upgrade/addition to your house that needs wiring? Lic. #8x2. Mark 508-791-5109

EMPLOYMENT AGENCIES

EXPRESS TEMPS Labor Providers. (508)792-2502 Apply on line www.expresstemps.com .....

URBAN Staffing, Inc. #1 In p/direct Fee 1968. Exc. pay/ benefits. (50[illegible]21 EOE

FURNITURE

QUEEN SIZE Contemporary Cherry, matching chair, excel cond. $300. (508)853-4107

SOFA, LOVESEAT, Coffee table w/ glass top, end table octagon shape Antique Brass, $500. 508-949-1353.

LIVING ROOM SET 5 pc. w/hutch. Living room tables w/mirror's Entrylnt. Ctr. fit 36" T.V. Call 508-798-3709

QUEEN top/bottom, solid rock ma-

LANDSCAPING

ANDREWS LAWN & Lanscape. Fall Clean-ups, Hydroseeding, mowing, fertilizing, pruning 508-856-0645

LEAF CLEANUPS - Reasonable Rates -CALL CHRIS (508)839-5005

LONG HILL TIMBER
Yard Cleanup - Wood Chips - Brush Chipping - Stump Grinding - Tree Removal - Land Clearing and Firewood. Call 508-393-2687 or ..... 1-888-720-2818 .....

R & A LANDSCAPING Hedge/tree pruning, mowing, fall clean up, snow plowing. 508-868-9246.

SCREEN LOAM $14 per yd. delivered locally. 6 yd. min. Call (508)943-3486 .

TREEMASTERS Treework, Landscaping, Fall Cleanups, Hedges, Gutters cleaned. 508-854-8309.

LAWN & GARDEN

RAY UNDERWOOD's dark rich, extra fine screened farm loam. Gravel/Fill. 508-248-6007/508-853-3390

A BAD LAWN NEED5 A & P's rich, processed 1/2" SCREENED LOAM. 5 yd. minimum. Call 508-757-3516

MASONRY

YE OLDE MASONRY. Foundation & chimney repair. Brick, block, stone, concrete. Bud, (508)363-1463.

MUSICAL INSTRUMENT

DRUMS Mapex Orion Classics, maple shells, 10"-12"-14"-16"-22x18"-5.5x14", complete w/hrdwre, pristine cond. $2500. 508-529-6324.

HAMMOND ORGAN
Free Needs repairs.
(508)869-2110

PIANO - Small upright, excellent condition, with bench, sounds great! $700. 508-835-5989.

PIANO, Baldwin Acrosonic. Spinet Perfect cond. & finish. $1500/bo. ..... (617)244-5759 .....

PAINTING

3-D COMPANY-A Better Complete Svc. Ext. & Int. Painting, papering, ceilings. Fam. Bus. (508)752-4127.

BILLINGS PAINTING Ext./int. Staining specialist. Power washing. Repairs. Clean, quality work. ..... Refs/lic./ins. Free est 508-752-1364

..... LUMBERT PAINTING. ..... Int./Ext. Low rates Fully insured. ..... Call Ted at 508-853-0955.....

PAPERING/PAINTING 25 yrs. exp. Ref. Call David (508) 981-3183 anytime.

SUPERIOR PAINTING Int/Ext residential. Refs/Insured. I Aim To Please w/Superior Results. Free Est. 508-280-8314; 508-248-9340

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ROOFING New & Repairs. Vinyl siding. Insured/Free estimates. MA. Reg. # 100624. 508-799-5555.

RUBBISH REMOVAL

B & B TRUCKING Yards, attics, cellars cleaned, etc. Guaranteed lowest prices! Free est. 508-853-8212

C. GOODWIN Trucking Attics, Cellars, Yards Cleaned. 1-Day Service. Reasonable Rates. 508-791-5001

FALL CLEAN-UP .. Senior Discount . .... Rubbish Removal ..... Call ..... (508)752-9070 .....

FITZ'S Attics, cellars, garages, yards cleaned. Sr. dis. Snow plowing. Free Estimates. 508-756-0999

Worcester Telegram & Gazette Yard Sale Directory

The Where, When and What Guide to Worcester County Yard Sales

FLEA MARKETS

CHARLTON
Antique & Flea Market
Trolley Crossing - Rt. 20 at Jct. 31 So.,
Saturday outdoors under cover
Sunday indoors & outdoors
rain or shine 7am-4pm
Selling Space
508.248.5690
FREE SUNDAY ADMISSION with this ad • expires March '02 Saturdays always free

GRAFTON FLEA MARKET, INC.
Rte. 140
Grafton/Upton Line
OUTDOOR/INDOOR
EVERY SUNDAY
7 A.M. - 4 P.M.
Huge Crowds/32nd Season
Selling Space Available
The Grafton Flea Is The Place To Be
508-839-2217

KELLEY SQUARE FLEA MKT
OPEN SATURDAY
9:00 AM - 3 PM
OPEN SUNDAY
8:30 AM - 4 PM
SNACK BAR/PARKING
149 Washington Street
Exit 13 off I-290 Worc.
Left After Burger King
508-755-9040

MISTLETOE FAIR Sat., 11/3, 8-2pm. First Baptist Church, 1216 Main St, Holden. Attic treasures, bake table, books, country store, cutlery, homemade treasures, jewelry. Handicap accessible.

YARD SALES

Alumni Council, 25th Annual Craft Fair, Anna Maria College, Nov. 3rd & 4th, 10am-4pm. Admission $1.

AUBURN (192) Prospect St. off Rt.20. Saturday November 3, 9am-2pm. **MOVING YARD SALE** Roll-top desk, furniture, draperies, household items, misc. No early birds. Rain or Shine.

YARD SALES

BROOKFIELD Estate & Barn Sale. Furniture, housewares, tools, some farm equipment, greenhouse supplies, etc. Saturday Nov.3rd & Nov.4th 8am-5pm. No early birds. Dunroman Farm, (3) Longhill Rd.

BROOKFIELD - ESTATE SALE
506 LAKESIDE CIRCLE
(off Rt. 9)
FRI., SAT., SUN. 9-3
Quality furniture and miscellaneous items.

CRAFT FAIR/YARD SALE Bake Sale. Sat., Nov. 3, 9-4 at Lighthouse Assembly of God, 91 Canterbury St., Worcester.

EAST DOUGLAS- Moving Sale
110 Yew St.
Sun. Nov. 4th, 10-3
Tables, furniture & household. Everything must go. No reasonable offer refused. Many items free for the taking.

GARDNER, U U Church, 66 Elm St. Huge Church Yard Sale & Church Fair. Sat. 11/3, 9-3. Luncheon. Home furnishings, sports equipment, clothing, attic treasures.

GRAFTON CENTER, NORTH ST.
Sat., 8-3 Rain or Shine
GIANT ESTATE SALE!
ABSOLUTELY NO EARLY BIRDS!!

HOLDEN - MULTI FAMILY
OTTOSON WAY (off Chapel St.)
SATURDAY, NOVEMBER 3RD 8-3
Lots of baby/toddler items, clothes, furniture, bedding, toys, maturnity items, household items, treadmill and much more!

HOLDEN
1 Lowell Ave.
Sat. Nov. 3, 10-3
furniture, rugs, misc. Rain or Shine,

HOLDEN
MOVING SALE
Fri. - Sun., 9 am - 5 pm
86 Putnam Rd. Holden, MA
EVERYTHING MUST GO!

MILLBURY Yard Sale Saturday Nov.3rd 8am-12pm. (20) Nicole Dr. Dir: From Greenwood, left on Cindy Ln, left onto Nicole Dr. Hockey equip., Litte Tykes, Nordic Trak, Infant bedding set, highchair, something for everyone.

MILLBURY
4 Hemlock Dr.
Sat. 11/3, 9-1
Furniture, toys, golfs club/ equipment, household items. Rain or Shine

YARD SALES

NORTH OXFORD
SAT. 11/3 & SUN. 11/4 9-3
MARCAM VILLAGE RD. (off Rt. 56, off Pleasant Court.)
MULTI FAMILY! GE dryer, lawnmower, dinette, baby stuff, kids clothes, toys and much more!

PAXTON
15 BURTENMAR CIRCLE
(off Pleasant St., Rte. 122)
SUNDAY, 9-1
Children's items, furniture, much more.

SHREWSBURY ESTATE SALE
40 RAWSON HILL DRIVE
SUN., 8:30 TO 2PM
MOVING!!
Furniture, home accesories, baby items, toys, swingset, clothing, etc.Dir: SHrews Ctr, take 140N to Barnard Rd to Rawson Hill Dr

SHREWSBURY-INDOORS/OUTDOORS
250 SO. QUINSIGAMOND AVE.
(1 mi. on right from Rte. 9)
FRI. & SAT. 8-5
Princess House products hundreds of items. 20%-90% discounted.

SHREWSBURY
29 LAMPLIGHTER DRIVE
(off South St.)
MULTI FAMILY YARD SALE
SATURDAY, 8-3
Kitchen set, children's furniture, rugs, etc. Too much to list.

SHREWSBURY, 57 O'DONNELLE AVE.
Sat. & Sun., 8-3 Rain or Shine
Off Old Mill Rd (Temberry)
Craft supplies, antiques, furniture, crystal, clothing, shoes, home goods. You name it, we got it!
NO EARLY BIRDS!!

STURBRIDGE
221 NEW BOSTON ROAD
SAT. 11/3 & SUN. 11/4 8AM-3PM
MOVING SALE!!
Miscellaneous household items!

WEST BOYLSTON, 3 CENTER DR.
Sat., 10-3, rain or shine
Woodland to Woodland Hts., signs
MOVING SALE
Appliances, tools, clothing, more.
NO EARLY BIRDS!!!

WESTBORO, 69 RUGGLES ST.
Sat., 8-12 Rain or Shine
Off Main St.
HELP US MOVE!
To our new home, with nothing. Furniture: DR., LR., FR. Electronics, toys, sporting goods.
Lots to get rid of!

YARD SALES

WESTBORO 5 Cross St
off Rte 135
Multi Family, Sat. 11/3, 8am-12
Something For Everyone! Furniture, Books, Lamps, and Much More! Rain date: Sun 11/4

WORCESTER - MOVING SALE
2 JAMESBURY DR.
(off Salisbury St)
SATURDAY, 11/3, 9-5
Quality furniture, Asian art, home decor & garage sale items. Sale includes oversized black lacquer & brass dining table with 8/chairs, couches, tables, solid walnut wall unit, arts & crafts.

WORCESTER
23 SHAFFNER ST (off Lincoln St.)
SATURDAY, NOVEMBER 3RD, 8-2
Cleaning out garage!! Antiques, oak furniture, light fixtures, marble top bath vanity, East Lake wall cabinet, walnut store counter, weed wacker, old Christmas lights, oak table and chairs & more!!!

WORCESTER - Yard Sale. Saturday & Sunday, 8-12 Noon. 246 Olean St watch for signs! Beanie Babies, coffee table, end table, maple Kitchen table, sets of dishes, glassware, baseball card albums, cedar wardrob, Odds & Ends.
..... Rain or Shine!.....
..... Something for everyone!.....

WORCESTER
SATURDAY, 11/3, 9am-2pm
CORNER OF HIGHLAND & WESTLAND
Rain or Shine - 2 Family Yard Sale Years of accumulation. Christmas items including Annalee, country crafts, household items, boxes of books. No early birds.

WORCESTER - VENTURA ROAD
Off Shrewsbury Street
Saturday, Nov. 3rd, 9 to 3
NEIGHBORHOOD YARD SALE
Household items, toys, clothing, ... Something for everyone. .....
NO EARLY BIRDS PLEASE!

WORCESTER 5 Navasota Ave
Off Mower St
Sat. Nov. 3rd, 8am-3pm
Household items, tools, glass, clothes, worktable, cabinet, Much More! .... Rain/Shine
..... Everything Must Go!.....

WORCESTER-CELLAR SALE
18 HEALY RD.
(off Main St. near Leicester line)
SATURDAY, 9-2
Items from the 70's. Kitchen set, refrigerator, microwave oven, misc. items.

YARD SALES

WORCESTER
4 DYBECK
Off Whipple Street. 11/03, Sat. Moving Sale! All Must Go! Bedroom, Kitchen, Living Room, 2 Lazy Boy Recliners, (New). Baseball Card Collection! 7AM - Noon. No Early Birds!

WORCESTER
17 BDARDMAN ST (1st rt after Strands).
SATURDAY, NOVEMBER 3rd. 9:30-3:30
Antique furniture, misc. gun & hunting equip., toys, old records, dishes,, and other good stuff!

WORCESTER - 19 WAVERLY ST.
(off Grafton)
Fri., Sat., Sun., 9-5.
New and like new children's clothes, bikes, table set, strollers, toys, baby items and misc.

WORCESTER
112 Epworth St.
Sunday, Nov. 4th, 8 to 12
Furniture, household items, and more. No Early Birds Please.

WORCESTER - MOVING SALE!
47 GRAMMONT ROAD
SAT. 11/3, 9-2
off 146 (Millbury St.)
Furniture, Lamps, miscellaneous household items.

WORCESTER, 83 MALVERN RD.
Sat., 8-12 Rain or Shine
Off Southbridge St./Mass Electric)
Toys, Kids' stuff, appliances, curtains, household.
Something for everyone!

WORCESTER, 26 CONWAY ST.
Sat. & Sun., 8-2 Rain or Shine
MULTIFAMILY SALE!
(Off Greenwood)
Household items, toys, furniture.

WORCESTER-EPWORTH METHODIST CHURCH 64 Salisbury St., Sat. Nov. 3rd, 9-2. Crafts, gifts, toys, baked table, farm stand, coffee shop and more. Sweedish Meatball Luncheon begins at 11:30am.

WORCESTER - Garage Sale
5 Whitla Dr.
Sat. 11/3 & Sun. 11/4, 9:30-3:30
(Off Lake Ave, garage in rear of house) Rain or shine.

WORCESTER
CRAFT/YARD SALE!!
19 ARBUTUS RD (across from Quinsig)
SATURDAY, NOV. 3RD. 9-2

GENERAL HELP

NEWSPAPER DELIVERY WORCESTER
Call us today and start earning extra cash to help with all the extra expenses that winter can bring. You can earn up to $300 per week delivering publications for the Telegram & Gazette. Our carriers provide excellent service to customers 7-days a week and receive full profit, plus tips! If you enjoy the great outdoors, exercise and work

GENERAL HELP

RECEPTIONIST / SECRETARY Old estabished law office. Knowledge of Word processing. Paid holidays, other benefits and good wages. Your long-term career is here! Call Maura, 9-5, 508-791-5541.

RECEPTIONIST/CSR FT 8-4:30 Responsiblities Include; phones, dispatching & maintaining computer database. $9/Hr. Fax resume to: Jim Lavallee P&H (508)832-9111

GENERAL HELP

GENERAL HELP

PART TIME
WAREHOUSE DISTRIBUTION
GENERALISTS
AVAILABLE IN: MILFORD

HEALTHCARE

BILLING ASSISTANT PT flexible hours in busy medical office. Ophthalmology coding/billing a plus, computer exp. necessary. Fax resume to 508-756-8078.

CHHA's/PCA's for facility and homecare staffing. Home Staff (508)755-4600

CLINICAL ASSISTANT PT w/ phlebotomy and EKG exp. for busy

~~Exec~~

PST Fr - No records of donors in past. No bequests

BL - wk; LR-MBL on role of selectmen + Cable Use issues

ST reading the other constitutions. Find what can the Trustees do for Fdn?

PB - Formal appeal letter ready Friday.

BL - dusc of library gifts list - recently opened libs that had gifts/grants - & phone #s

Trustees Report MSP

Payment for RFD - Friday, not before. Cal won't sign ck, awaiting PSJ's signg. (a mess)

MBL - Trudy don't roll over CD at Wildbury. Trudy to move. Must dump Fleet chkg acct, too must pick new trees. Town Will be here in Dec at least

DIRECTOR'S REPORT:

Town Use also for Elder book deposits, they eat there

MBL may have a liaison - will pursue

w/s wst: - folding machine for P. & J.

NTHP - ok it for room at library

Appointments:

Sec: c Richard

Treas: t Scala

Dec Agenda - Feasibility - Nancy Hargis

See Minutes 7+9 on opening of MBL (used 11/14 issue)

Adj 900

Fruitlands Museums

102 Prospect Hill Road • Harvard, Massachusetts 01451
Tel (508) 456-3924 • Fax (508) 456-9393

August 28, 1997

Boylston Public Library
Ms. Carol Swiss, Director
695 Main Street
Boylston, MA 01505

Dear Ms. Swiss,

This is a note reminding our library members that Fruitlands Museums' Library Membership cards specify that free admission will be given ONLY to two adults and two children per family. If a library-card-carrying family has more than two children, the additional child or children's admission fees must be paid for at the time of the visit, *even if only one adult visitor is present*. Likewise, if a child or children are accompanied by more than two adults, the third adult must pay an admission fee.

When lending Fruitlands' membership cards to your patrons, please make sure they are aware of this regulation. Thank you!

Sincerely,

Chesley W. Wendth
Membership & Development Assistant

Town of Boylston Library Trustees
Meeting November 14, 2001

Meeting called to order at 7:05 p.m. Members present: Angelo Scola, MaryBeth Litofsky, Susan Therriault, Letty Ridinger, Trudy MacNamee, Cathy Richard and Nick Langhart, Director.

MaryBeth welcomed the new Foundation Board. Asked for their ideas on fund raising. Some suggestions were: infomercials, community help, Stop and Shop gift certificates, tupperware party , etc. There is a list available from Jane Peck concerning foundations who might be approached for grants. She will also send us a feasability study. The library foundation is meeting tomorrow night for its first meeting as a new board and they have been gathering ideas for fund raising.

Secretary's report read and approved. Treasurer's report read and approved. Balance in checkbook is $1,235.07

Nick updated us on the library expansion plans. Foundation will pay the architects' fees for September, October and November once the new treasurer is able to sign on the account.

Director's report read and discussed.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Trudy MacNamee

Trudy MacNamee
Secretary

Notice of Certificate Maturity

MILLBURY FEDERAL CREDIT UNION
50 MAIN STREET
P.O. BOX 32
MILLBURY, MA. 01527-0032

OCT-13-01

ACCOUNT NUMBER	01-81- 2028
CURRENT BALANCE	24,425.84
INTEREST RATE	5.8600 %
CURRENT TERM	12 MONTHS

TRUSTEES OF BOYLSTON PUBLIC LIBRA
GERTRUDE H MACNAMEE TREAS
695 MAIN ST
BOYLSTON MA 01505-1308

CURRENT MATURITY DATE:	DEC-19-01
NEW MATURITY DATE:	DEC-19-02
LAST GRACE DATE:	DEC-29-01

Notice of Certificate Maturity

YOUR TERM CERTIFICATE WILL MATURE ON DEC-19-01. IF YOU DO NOT CONTACT US BY DEC-29-01 YOUR CERTIFICATE WILL RENEW AND HAVE A MATURITY DATE OF DEC-19-02. THE NEW DIVIDEND RATE AND THE NEW ANNUAL PERCENTAGE YIELD THAT WILL APPLY TO YOUR TERM CERTIFICATE, HAVE NOT BEEN DETERMINED. YOU MAY CONTACT THE CREDIT UNION DURING REGULAR BUSINESS HOURS TO FIND OUT THE DIVIDEND RATE AND ANNUAL PERCENTAGE YIELD THAT APPLY TO YOUR ACCOUNT IF IT IS RENEWED.

THANK YOU FOR YOUR CONTINUED PATRONAGE.

MAIN OFFICE, MILLBURY	508-865-7600
WEBSTER SQUARE OFFICE, WORCESTER	508-860-7500
DRURY SQUARE OFFICE, AUBURN	508-721-0021

ACCOUNT NUMBER: 01-81- 2028
CUSTOMER NAME: TRUSTEES OF BOYLSTON PUBL

CURRENT MATURITY DATE:	DEC-19-01
NEW MATURITY DATE:	DEC-19-02
LAST GRACE DATE:	DEC-29-01

MILLBURY FEDERAL CREDIT UNION
50 MAIN STREET
P.O. BOX 32
MILLBURY, MA. 01527-0032

MILLBURY FEDERAL CREDIT UNION
50 MAIN ST., MILLBURY MA 01527-0032
508-865-7600

TRUSTEES OF BOYLSTON PUBLIC LIBRAR
GERTRUDE H MACNAMEE TREAS
695 MAIN ST
BOYLSTON MA 01505-1308

ACCOUNT 01-81-2028

PAGE 1

STATEMENT END DATE	ACCOUNT NUMBERS	ENDING BALANCES	R-E-M-A-R-K-S AS OF: 30-SEP-01	PAGE
30-SEP-01				1

SUMMARY:
STATEMENT CD 01-81-2028 24,425.84

********** STATEMENT CD 01-81-2028 **********

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1-JUL-01	"PREVIOUS BALANCE"			24,068.58
30 JUL	INTEREST CREDIT	119.79		24,188.37
	EFFECTIVE 31 JUL			
30 AUG	INTEREST CREDIT	120.39		24,308.76
	EFFECTIVE 31 AUG			
29 SEP	INTEREST CREDIT	117.08		24,425.84
	EFFECTIVE 30 SEP			
30-SEP-01	"NEW BALANCE"			24,425.84

****

TOTAL AMOUNT OF CREDITS	357.26	TOTAL AMOUNT OF DEBITS	.00
NUMBER OF CREDITS	3	NUMBER OF DEBITS	0

CY-25 CO-0000 BA-00 BK-44 00722

Invoice

J. Stewart Roberts Associates Inc.
Architects
48 Grove Street
Somerville, MA 02143

August 1, 2001
Project No: 2113.00
Invoice No: 0000001

Boylston Town Library
Nick Langhardt, Library Director
695 Main Street
Boylston MA 01505-1399

Project: 2113.00 Boylston Town Library

Boylston Public Library
Boylston, Massachusetts

Professional services from July 1, 2001 to July 31, 2001

PEER REVIEW	**2,500.00**
Total this invoice	**$2,500.00**

Just a quick update on a few things.

Foundation Meeting--10/24/01.

The Foundation will cash in some of their Mutual Funds to pay the October and November bills to the architects. We will pay the December bill as previously agreed.

The new Foundation Board members were informally invited to the next Trustee meeting. As we discussed at the last meeting, I think we still need to send out written invitations and have the refreshments at the 11/14/01 meeting.

Sue, would you please send out the invitations?

Nick, would you please give the names of the Board members to Sue?

I will bring a desset to the meeting,

I don't remember who was to bring coffee, etc. would whoever was suppose to bring other things please e-mail me and let me know what they will be bringing?

Nick, when you make out the agenda, would you please put the Foundation at the beginning?

If there is anything I've forgotten, please let me know. Thanks.

Re: Jane Peck. We have been playing phone tag. She is still willing to meet with us, it is now a matter of connecting. I will let you know when I do.

Thanks.
Mary Beth

6:7

Tue Oct 16 2001

PINE POINT BRANCH LIBRARY
204 BOSTON ROAD
SPRINGFIELD MA 01109

D744029506
ROSS RUTH H
71 HARTFORD TERR
SPRINGFIELD, MA
01118

AUTHOR: Brown, Sandra,
TITLE: Seduction by design
CALL NO: F Bro
BARCODE: 37366000180168
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Springfield Pine Point

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

The Board of Trustees
Of the
Boylston Public Library

Congratulate your appointment to the
Board of the Boylston Library Foundation

And

Invite you to an informal discussion of the
Library's Building Program

At its monthly meeting
On Wednesday, November 14th
At 7:00 p.m.
At the Boylston Public Library

Marybeth Litofsky, Chair
Susan Therriault, Vice-Chair
Trudy MacNamee, Secretary/Treasurer
Cathy Richards, Trustee
Letty Ridinger, Trustee
Angelo Scola, Trustee

Please RSVP Nick Langhart,
Director of the Boylston Public Library,
at 508-869-2371

Agenda

Trustees of the Boylston Public Library

October 3, 2001

Call to Order

Distribution and Approval of September 12 minutes

Treasurer's Report

Paying the architects: penalty on CD vs cashing Fdn securities?

Director's Report

Library:

New Page to start this week
Increase in Paula's hours begins
State Aid financial report due October 26
Binder mailed out September 24, Banner meeting listing corrected
Advocacy Day conf Sept 19
Farmathon program underway

Building:

Meeting with MBLC's Anne Larsen Sept 13
Design Review Committee met Sept 26
Foundation preparing Annual Appeal letter for mailing next month
Workshops: Oct 17: Grants for libraries; Oct 24: Library Building Projects

Old Business

Meeting with Jane Peck, WPL
Fund raising activities

New Business

Trustee Seminar November 3, "Promote your Library"

Adjournment

Attachments:

Librarian's report
Centralities
Trustee Seminar Announcement

Next Meeting: Wednesday, November 14, 2001

Trustees Meeting October 3, 2001

Meeting called to order at 7:10 p.m. Members present: Angelo Scola, Cathy Richard, Marybeth Litofsky, Susan Therriault, Letty Ridinger, Trudy MacNamee, Nick Langhart.

Secretary's report read and approved. Treasurer's report: Balance in checkbook $1,235.07. To close our CD now, which is due on 12/19/01, would cost $340.00 penalty. Motion made, seconded and passed to not close at this time.

Director's report read and discussed.

Marybeth has been in touch with Jane Peck and plans to set up a date for us to meet with her sometime after 10/15/01. Foundation is about to appoint a new board so we need to see whether or not they are going to do any fund raising.

Suggested we have a joint meeting of the Trustees and Foundation Board on 11/14/01 as an informational meeting to see what our goals are. Trustees will provide refreshments. Susan will send invitation.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Trudy MacNamee

Trudy MacNamee
Secretary

meeting Notes Oct 3, '01 BOT

Pics: Millbury Sturbridge, Oxford, Worcester

COA 7:08
minutes of 9/12/01 BOT CD: 12/19 maturity. 340 loss penalty on BOT: CD ~~Funds~~
re: Pay the Architects

Fdn's losses should be known. most adv Choice is to go with.
MBL will call EF + notify Bd, resolution by Friday.

⇒ { If we want to go full-member - what cost for start-up + annual costs.
talk to RFD.

⇒ Office hours in Dist - Naughton - 6yrs ago. Invite to mtg + update on Const.

Some Back for after Oct 16 (Maureen Lahiff, Pat Bicksetter, Doris Pearson)
Some BOT + also:

Boy Pabb Bon Dance $1500 netted. EF leaving Fdn. Fdn has no no lib presence there. MBL:
appitite for fund-raising. LR: on Fdn nom, looking for new people
We need to be "out there". Fdn needs time. (!)
the Comttee to get grants will take time. there are 50 Corporators + Bd must come from them. Earl, Cal, Elaine all leaving. Leon B + Joan Banks

⇒ Oct 24 Fdn Annual mtg for election of new bd. Fdn should do
6 fund-raisers/yr. LR would like to do 4-5 fundraisers w/ 20 people

ST can we invite new Fdn Bd to Nov mtg to approve of plans.

MBL: We have not begun any publicity ourselves.
BOT could start it + have Fdn help.

→ Make flyers for Tm mtg for CR.

VALUES PERSPECTIVE

Values Perspective courses try to make sense of the moral dimension of human life, as this dimension is reflected in personal behavior, social policy, and institutional structure. Courses taught from the Values Perspective focus on the systematic analysis of ethical issues, and engage students in the formulation and reasoned evaluation of moral and ethical claims.

Comments

Courses meeting the Values Perspective requirement involve the examination and analysis of the moral dimension of human life. Courses may approach the Perspective in a variety of ways. Some will introduce students to the leading moral theories and help them learn the techniques of moral reasoning. Others may concentrate on moral themes in literature, using such central questions as: "What is the work saying about good and evil, wisdom, courage, or justice?" "How do the characters represent these virtues and values in their lives?" Historically-oriented courses might concentrate on the biographies of great men or women, or study the historical development of values and morally evaluate the behavior of certain groups in times of crisis. However, all courses taught from the Values perspective must actively engage students in making reasoned moral evaluations.

MBV Early Spring good for some visible event, festive

14 Nov would be good to meet by ST for new FCm BL. To be invited.

HBC, MCN requirements. Joint mtg. - cabbee AS.

→ Rob Fonesy to come Dec?

Trustees Sem will have ST + MBL 8 50

LANGUAGE AND CULTURE PERSPECTIVE

Language Perspective courses foster the study of language as an expression of culture. A student may study a foreign language, which by its nature involves becoming oriented towards the relationship between language and culture, or an English-language course that deals with the same issue.

Comments.

Courses that currently meet the requirement include introductory two-semester courses in a foreign language or a one-semester foreign language course beyond the introductory level that specifically deals with the language/culture relationship. Although any course taught in the foreign language increases proficiency and deepens cultural perception, advanced courses which deal primarily with literary criticism will not meet this requirement. English-language courses may also meet this Perspective's requirements if they explicitly treat and analyze the relationship between languages and cultures.

****

NATURAL SCIENCE PERSPECTIVE

Scientific Perspective courses teach the principal methods and results of the systematic study of the natural world. Courses focus on the knowledge and theoretical bases of science, as well as on the observational and experimental methods of scientific study. Courses involve a laboratory or similar component to introduce the student to the observation of natural phenomena and the nature of scientific study.

Comments.

Courses meeting the Natural Science Perspective requirement primarily involve biology, chemistry, and physics. Courses whose content and perspective do not involve natural science - social science or philosophy, for example - are excluded. While mathematics courses are not excluded, they generally do not meet the requirement of relating to the natural world.

Demonstrations are no longer acceptable as alternatives to hands-on laboratory course work. The laboratory requirement, however, can be broadly construed to include field trips or computer labs where the course's subject matter is such that the activities are the functional equivalent to a laboratory - certain Geology or Ecology courses, for instance, could meet the requirement.

The ideal Natural Science Perspective course should offer an experience of equal value to both science and non-science majors. Traditional introductory Biology, Chemistry, and Physics courses, developed to prepare science majors for later more advanced courses, are not ideal for this purpose. However, they will continue to carry Perspective credit, so that science majors will not be forced to take course work that duplicates the course work in the 16-19 science courses that they already must take.

Agenda

Trustees of the Boylston Public Library

September 12, 2001

Call to Order

Distribution and Approval of June 13 minutes

Treasurer's Report

Director's Report

Library:

Advertising for a page, Matt's last day was Sept 8
Road signs are up, clock is repaired
80 students in Summer Reading Program, concluded with campfire August 16
ARIS Report submitted to MBLC
Binder newsletter at printer (copy attached)
ILL has been computerized, now "system-wide holds"
Friends began fall meetings Sept 6
Foundation fund-raising meeting was August 15

Building:

Re-bidding conference held June 15
Independent architect's review and report received June 30
Designer Selection Committee met and chose RFD for Design Development July 26
First Design Development Committee meeting was July 27
Historic District Commission met August 8 (minutes attached)
Second Design Development Committee meeting was August 31 (minutes attached)

Old Business:

Meeting with Jane Peck

New Business:

Children's Internet Pornography Act

Approval of 2001-2002 meeting dates

Adjournment

Attachments:

Librarian's Report for June, July, August
FAQ's on CIPA
Fall 2001 Binder
"check's in the e-mail"
DLS update on public funds
Minutes of Historic District Commission
Minutes of second Design Development meeting
Centralities for July, August, September
updated phone and e-mail directory

Calendar of Upcomming events:

9/13 Meeting with Anne Larsen, 2:30.
9/15 Yard Sale by Friends
9/26 Design Review Committee, 12:30.
10/4 Friends, 9:15am
10/10 Board of Trustees, 7:00pm

Trustees Meeting September 12, 2001

Boylston Library

Meeting called order at 7:15 p.m. Present: Angelo Scola, Cathy Richard, Marybeth Litofsky, Letty Ridinger, Trudy MacNamee, Susan Therriault, Nick Langhart

Minutes of June 13th meeting approved. Balance in checking account is $1,235.07.

Jane Peck at Worcester Public Library is willing to meet with us concerning library fund-raising. Marybeth will attempt to set a date for us to meet with her.

Director's report distributed and discussed. Need to include in a future agenda our long and short term goals.

Meetings approved for balance of 2001-2002 as follows:

2001	2002
September 12	January 9
October 3	February 13
November 14	March 13
December 12	April 10
	May 8
	June 12

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Trudy MacNamee

Trudy MacNamee
Secretary

Notes 9/12 BOT

disc of mtg w/ Jane Peck. → the fund-raising comm of F-dn/BOT/Friends is not yet active. The Friends participants is withdrawn. Question of whether ST + MBL or more should go see Jane Peck. Trustees will go: MBL, ST, T. McN. AS 9/20 or 21 a Thursday.

→ FAX 855 4433 for ST FAX - correct ← on e-mail name end "LT" (This means Bkfst at ch?)

→ meet w/ Rob Feneasy. Include JTC + all Trustees. Set up

→ Fdn mtg Thursday 7:15?

Timing of fund-raising - completion of Ed Fdn + Goodhue

we need to be distinct

→ Collect Internet policies + have on hand. local schools + public libraries. WPL. ask Anne Larsen

→ short + long range planning (incl the internet policy)

→ next mtg 1/3 or 24

→ get Barnes corrected on Trustees mtg dates

→ post

determined that expansion is still needed to more adequately serve the residents of Boylston. Some of the issues to be addressed are inadequate space, better use of existing space, better accessibility for the handicapped and improved utilities, especially for electrical capacity and computer wiring. Preserving the character of the existing structure's exterior and interior is an essential component of this project, as is the intregation of new construction into the historic district and sensivity to the landscape regarding parking solutions.

Scope of Services:

The architect will provide the the professional services outlined at the beginning of this Request, and:

>Conduct structural engineering studies where required by the proposed scheme. Analize the electrical, heating, ventilating , air conditioning and security systems and make recommendations for upgrading or replacement. Confirm all relevant field conditions.

>Develop detailed cost estimates as needed.

>Make recommendations about phasing the construction work.

>Prepare a final report in reproducible format with plans, building sections, elevations and the cost estimate.

>Attend meetings with the Board of Trustees or other interested parties during the course of the contract.

>Cooperate in plan reviews by the library building program consultant and the representative of the Massachusetts Board of Library Commissioners.

>Analize the structural needs of the existing building and prepare any technical documents required for the refurbishment of it which will be part of this construction project.

Schedule and Funding :

The Trustees intend that the architect selected will be eligible for the contract for design development, construction documents and construction administration and subject to funding for subsequent project phases. In January, 2000, the Board of Trustees commissioned the preparation of a Library Building Program. The final designs will meet the requirements set forth in this document. In July, 2000, an architectural firm was chosen to conduct a feasibility study and schematic design which has been completed. If and as required by law, an independent architectural review of the project may be undertaken prior to subsequent project phases.

The library building committee intends to review the submissions of at least three finalists and it is expected that a firm will be chosen around July 6. The design development phase of the project shall be completed by December 21, 2001. Construction documents, contractor bidding and construction administration should be completed in 2004, subject to funding.

The library has submitted a grant application in the current capital construction grant round administered by the Massachusetts Board of Library Commissioners and will seek private, corporate, foundation and public support for the matching funds.

Proposal Requirements:

Applicants shall submit an orignal proposal and four copies. As a minimum, the following information shall be provided:

>Name, location, size and type of organization, and years in business for the architect and all consultants

→ Elder books

~~HA~~ routes

Newsletter Copy

6/14 new Stationery, Fdn mtg L

6/15 re-bidder's conf B

6/23 Initiate Mdp review by Stm R B

6/29 new Road signs up L

7/18 Close out FY 2001 L

7/19 read & advt proposals B

7/20 Clock repaired, returned L

7/24 Set up FY 2002 ledgers, materials ledger L

7/26 Designer Selection Comm 5-6:30 (need to notify) B

7/27 DD comm mtg 10-12:15 B

8/1 TY letters to 3 firms B

8/2 central reg form in B (BOT all Hrs)

8/8 Hist dist mtg, sign contract for RFD B

8/15 Lib Fdn fund raising comm 7:15-8:15 B

8/16 Closing campfire of Summer Rdg L

8/22 ARIS report in L

8/23 newsletter articles L

8/29 "Holds" w/ C/W mgrs V

8/31 DRC B 10:15-12

9/6 Friends begin V

9/12 State Aid wkshp 10-12 L

>Identity and qualifications of all key persons who will be directly involved with this project.

>Massachusetts registration number of the project architect and key engineering consultants.

>Descriptive material of comparable projects completed by the architect, with emphasis on libraries, historical buildings and public projects. List a contact person and telephone number for each project cited.

>Suggested procedures to carry out the work as described in the scope of services, above. Proposals shall include an estimated time of completion for each phase of the work required.

>Provide a separate, sealed estimated fee for furnishing all services in connection with this project and include an estimated payment schedule.

>Include certified financial statements for the past two fiscal years.

>All notes, records, work sheets, drawings, correspondence and all other products resulting from the operation of the firm under this contract shall become the permanent property of the Town of Boylston, and final payment shall be withheld until all such property is transferred to the Town.

>The library reserves the right to reject any and all proposals received and to void any technical defect or clerical error. No costs of preparing the response to this RFQ will be paid by the library or the Town of Boylston. The Trustees' authorization to contract for and proceed with this project is contingent on the Town being approved for an MBLC capital construction grant and passage of a debt-exclusion bond issue now scheduled for May, 2002.

Selection Criteria:
After completing its evaluation, the Board of Trustees will recommed award of this RFQ to the proposal which best meets the requirements of the RFQ, which best preserves the integrity of the existing library building, and is most cost effective.

Proposals will be evaluated according to the following criteria:

>Size, longevity and reputation of the architectural firm.

>Size, longevity and reputation of the consulting firms.

>Qualifications of the architectural firm's key personnel.

>Qualifications of the consulting firm's key personnel.

>Relevant experience with libraries

>Relevant experience with Historic Buildings

>Relevant experience with public projects.

>Demonstrated expertise in design

>Response to the program's problems.

Agenda

Trustees of the Boylston Public Library

June 13, 2001

Call to Order

Approval of Minutes of May 9

Treasurer's Report

Director's Report

Library:

Director's evaluation completed and submitted
Memorial Day Booksale nets $1,300 for Friends
New road signs arrived
New stationary ordered
Mail box moved to our property
ARIS 2001 meeting

Building:

Informational flyer and architectural model completed
Thanks to Susan & Cathy for warrant articles passage
Report on MBLC wait-listed libraries meeting
9 architects have responded to RFQ for re-bidding, briefing to be Friday
3 firms respond to request to conduct independent review of plans

Old Business:

Future of Design Development funding

Town notified of status of Eastwoods

New Business:

Request for used books to be on deposit at Elderly Housing

Election of Officers of Board of Trustees

Shall we meet in July?

Adjournment

Attachments:

Librarian's Report
Centralities

Calendar of Upcomming Events:

Foundation Meeting	Thursday, June 14
Briefing session for re-bidders at Library	Friday, June 15
Proposal submission deadline for re-bidders	Friday, June 29
Trustee meeting?	Wednesday, July 11

BOT MEETING MINUTES

June 13, 2001

Meeting called to order at 7:03 p.m. Present - Marybath Litofsky, Cathy Richard Letty Ridinger, Susan Therrieault, Trudy MacNamee and Nick Langhart, Director.

Minutes of the May 9th meeting were approved. Treasurer's report was approved. Balance in checking account 1,235.07. Memorial Day book sale netted 1,300 for Friends; silent auction netted an additional 200.00.

New road signs have arrived and 3 are in place.

Nick attended the waiting list libraries meeting. Boylston is 16th on the list. Motion made and seconded to put cap of two weeks to conduct independent review of plans. Motion made, seconded and passed that we want to continue support for funding.

Election of officers as follows:

Chairman	Marybeth Litofsky
Vice Chairman	Susan Therriault
Secretary	Trudy MacNamee
Treasurer	Trudy MacNamee

Variety show sponsored by First Congregational Church raised 4,700 for the Library Foundation.

No Meetings scheduled for July and August unless necessary. Suggested that we spend our summer thinking of ways to raise funds.

Meeting adjourned at 8:48 p.m.

Respectfully submitted,

Trudy MacNamee

Trudy MacNamee
Secretary

MEETING NOTES 6/13/01

COA 7@3 all present. minutes by T. McN
Treas = no rpt $12,350.07 ckg

— SI on agenda of Fdn

— on the Indep Reuse: ✓ Ask Campbell if Hyde coming R & D
CONSIDERING
1) Star Rabbits
2) if Hyde
3) Kong 2,000 each on Indep Reuse M&P

M&P motion on DD go-ahead. Discuss of Fdn's role, BOT authority over Fdn.

Stricken the bloody books that go to Sr Ctr

Election of Officers

Chair: MBL
V Chair: ST
Sec: T. McN
Treas: "

28 of June for HDAC 7@ at HS or Church
Call H.
N. Reetz
Pat a Hazen
CR
J Richmond

next mtg Second Wed in Sept. send-note to BOT, Tn Hall

Correct Bonner on wrong BOT listing

Nick Langhart
20 Newell Hill Road
Sterling, MA 01564
508-422-9923

April , 2001

Bill of Sale

TO: Chris Roy

FOR: **1975 Mercedes Benz 280c** passenger car, VIN: 1407312104911. There is no title issued in Massachusetts for a vehicle of this vintage.

Sold "as is" and without warranty for suitability of service of any kind.

Mileage: less than 125,000

Price: $1,500.00

_____,Seller
Nick Langhart

_____,Purchaser

Boylston school funding at issue

Tahanto faces lower budget than this year

By Vanessa Parks
GLOBE CORRESPONDENT

BOYLSTON — Some of the more controversial questions facing Boylston voters tomorrow include a proposal to lease land at Hillside to Worcester for a composting site, requiring two-acre lot sizes for new homes, and school funding.

The Annual Town Meeting, with 46 articles, is scheduled to begin at 7:30 tomorrow night at Tahanto Regional Middle High School.

A question seeking a $216,041 override for Tahanto's operating budget — which was defeated by the voters last Monday — remains on the warrant. Whether school officials will seek to amend that request on Town Meeting floor or choose to "pass over" remains to be seen.

"I really can't give you an answer to that right now," schools superintendent John Driscoll said, adding that the School Committee plans to meet just before Town Meeting to vote on what to do.

Without additional cash, Tahanto Regional will operate with less money next year than it had this year.

After an override for the school failed last year, Town Meeting agreed to give the school $155,000 from free cash.

This year, no free cash is available.

"It would have to come from someplace else in the budget, and sometimes that's like committing suicide," Driscoll said.

Town administrator Anita Hegarty said she believes voters will have little sympathy for requests for more money for the schools. "The likelihood of that happening successfully is not very good," she said.

Several other Tahanto funding questions are on the warrant, including $58,809 for one of three years' payments on an elevator; $28,322 for computer hardware and related wiring; and $48,560 for architectural plans for renovations to the school.

A similar request to fund the architectural plans was passed over at Berlin's Annual Town Meeting last week because of "the way things were going in Boylston," said Tahanto Regional School Committee member Christine Keefe, referring to the override defeat.

John Kidder, a member of the Tahanto Regional School Building Committee, said he would still like to present the facts to Boylston Town Meeting voters, to educate them about the need for the renovation. Built in 1962, Tahanto needs major infrastructure improvements — including a new boiler, a roof, new plumbing, updated electrical systems, and new windows — as well as updated science laboratories and a larger library/media center, he said.

The Boylston Public Library, built in 1904, is also seeking to expand. Preliminary architectural plans for a 7,000-square-foot addition to the 3,500-square-foot library will be presented to townspeople for approval. Library officials are asking townspeople to accept the preliminary design, but are not seeking any money this year.

"We're very crowded, and it's high time we added more space," said library director Nick Langhart.

He expects to hear in June whether the town has been awarded a grant from the Massachusetts Board of Library Commissioners for the project, and to return to Town Meeting next year seeking funding.

And though a similar proposal was defeated last year, Town Meeting voters will be asked to authorize the selectmen to pursue legislation changing the positions of treasurer and tax collector from elected to appointed.

Another article seeks to have the Annual Town Meeting held on the first Monday in May and the annual election on the second Monday in May — the inverse of the current situation.

"Some people are of the opinion that it's very difficult to educate a voter to understand the ramifications of a ballot question unless we've had a Town Meeting discussion first," Hegarty said.

In most towns, she said, Town Meeting precedes the election.

Also, there seems to be a trend for legislative proposals that require a Town Meeting vote to subsequently be approved at the ballot, including the new Community Preservation Act.

Boylston Town Meeting voters will be asked to adopt the Act, approving a 2 percent surcharge on property taxes to pay for open space purchases, the purchase or restoration of historic sites, and the creation of affordable housing. Under the proposal, taxes paid on the first $100,000 of a property's value would be exempt, as would property owned by anyone who qualifies for low-income housing or low- or moderate-income senior housing. "Class three" commercial property and class four industrial property also would be exempt.

The proposed surcharge was placed on the warrant by petition by the Citizens Alliance to Save the Environment (CASE), as were proposals to eliminate gas stations from the highway business district and to require two-acre house lots in the rural residential, heritage, and water-protection zoning districts.

The existing required size for house lots ranges from 25,000 square feet, or about a half-acre, in the heritage district, to 30,000 square feet in rural residential and one acre in the watershed protection area.

The proposal to allow the City of Worcester to lease about 17 acres at Hillside for a composting facility could mean between $20,000 and $30,000 in income for Boylston, Hegarty said. The amount is being negotiated now. The site is located on the western corner of the property, near Paul X. Tivnan Drive, beyond the town water tanks. If the plan is approved, it would include an area for townspeople to dispose of yard waste.

Other articles include a request from the selectmen for $10,000 for a consultant to draw up a master plan for the Hillside Municipal Complex; $34,950 for playground equipment and a pavilion at Hillside; a 3.5 percent cost of living increase for town employees; $30,000 to repair the Police Station roof and replace carpet at Town Hall; $160,000 for a front-end loader for the Highway Department; and authorization for the selectmen to declare as surplus and sell two parcels, an 8,486-square-foot lot on Mill Road that an abutter is interested in purchasing, and another 1.3-acre parcel on Mill Road.

Agenda

Trustees of the Boylston Public Library

May 9, 2001

Call to Order

Approval of Minutes of April 11 (mailed April 17)

Treasurer's Report

Director's Report

Library:

- Evaluations completed April 16
- Entertainment Licence granted for May 12 Variety Show
- Computer Monitor replaced, $300

Building:

- Historic District Commission meeting requested
- Model of proposal will be ready for Town Meeting
- Re-bidding required, will begin
- Meeting article #11 requires minor amendment from floor

Old Business:

Response to Foundation's vote re: Trustee's CD

Report of special committee on fund-raising

New Business:

Director's evaluation

Adjourment

Attachments:

Librarian's Report

Centralities

Calendar of Upcomming events:

Variety Show, Saturday, May 12, 7:00pm

Town Meeting, Monday, May 14, 7:30pm

Memorial Day, Monday, May 28, 10:00-3:00 booksale, etc.

Trustees Meeting, Wed, June 13, 7:00pm

Boylston Public Library Board of Trustees Meeting Minutes
May 9, 2001

The meeting was called to order at 7:08 p.m.

Present: Marybeth Litofsky, Trudy MacNamee, Cathy Richard, Letty Ridinger, Susan Therriault, and Nick Langhart, Director.

The minutes of the April 11th meeting were approved.

The Treasurer's report was approved.

Director's Report:

Nick reported that he had completed the staff evaluations, which were due on April 26th. His evaluation is due in May. Sue Therriault has received input from nearly all of the Trustees and is expecting additional input. She will put together the evaluation and schedule a meeting with Nick to review his performance appraisal one-on-one.

Nick reported that the Board of Selectmen had granted a license for the May 12th Variety Show, which will include an on-duty officer at no charge for heavy traffic periods on that evening.

Nick also reminded the Board that Anita Hegarty's last day as Town Administrator is May 15th and that a going-away event is planned for May 10th from 3 - 5 p.m. at Hillside. An interim Town Administrator has been hired by the Board of Selectmen until the Board can find a replacement.

Nick reported that the Computer Monitor, which had just been replaced for $300, had failed and would be returned to Staples.

Regarding our Building Program

- The Historic District Commission has requested a formal meeting to review our building plans. Nick will make the necessary arrangements.
- The model of our proposed addition will be ready for Town Meeting on Monday, May 14th. Plans are to have it available for viewing at Tahanto before the meeting begins. A brochure outlining our plans will also be distributed to townspeople.
- Re-bidding for the detailed design and plans are required and will begin soon. Anita Hegarty had contacted the Commonwealth's Inspector General, who indicated that we must re-advertise and be available for a walkthru the existing building. We need to have at least three bids but can go with the most suitable for our purposes. Nick will update our previous RFQ and advertise. A selection committee will be required. It will take three weeks for the advertising and it must be listed in the Central Register.

- We also need to arrange for an Independent Review of our plans at the conclusion of the design/development phase. A separate advertisement is required. It is one day's work where the reviewer will look at our program and design for appropriateness and certify such. The cost is about $1000. Nick agreed to check on the selection criteria for the independent reviewer.

The Board has four articles at the Annual Town Meeting. Article #12 needs an adjustment to include our ability to expend any state and/or federal funds. It should read as follows:

> ARTICLE 12. To see if the Town will vote to authorize the Board of Library Trustees to apply for, accept, **and expend** any State and/or Federal funds which might be available for the planned renovation and/or expansion of the Boylston Public Library; or take any action relative thereto.

This amendment approved by the Board.

Old Business:

Letty and Nick had both attended the Library Foundation's recent meeting where the Board of Trustees had requested that the Foundation approve the expenditure of Foundation funds for the detailed plans for the library addition. The Foundation had requested that the Board of Trustees utilize $20,000 of its Trust Funds and that the Foundation would authorize the remainder from its funds. After much discussion, Trudy moved and Marybeth seconded that $20,000 be transferred from library trust funds to the Foundation for the design and development plans payable no later than January 31, 2002.

Marybeth reported on the situation with the Eastwoods property. The Town could take the property by eminent domain. An official letter would need to be sent to the heirs of the property, Levi Hastings, but back taxes for 130 years would need to be paid. Further research would need to be done on who the existing heirs of Levi Hastings are.

Our Trust Funds were reviewed. We have ten old trust funds, 5 are restricted to using only the interest for books and materials and 5 are unrestricted on how the interest monies are expended. In all cases, we cannot use the principal. These are all located at Fleet and are maintained under the Town Treasurer's supervision. Between 1/1/2001 and 3/31/2001, $340 was accumulated in interest. We also have one certificate of deposit in excess of $20,000, that is an accumulation of many small donations to the library.

There is a four-person team – Trudy MacNamee and Letty Ridinger from the Trustees and Pat Bressette and Pat DiPaola from the Foundation – who are charged with doing research on foundations that may have monies available to us. It was also mentioned that Margaret Seaver has a friend who has done fund-raising and may be able to guide us through the process.

New Business:

Nick mentioned that he had recently attended a workshop at Worcester Public Library on how to do foundation research. This workshop is held on the first Tuesday of each month from 9:30 – 12 at Worcester Public by Jane Peck, a staff member. She stressed that we should tailor our searches to our needs and interests and that local funds are more easily obtained.

A suggestion was made that Nick circulate copies of the Library Foundation's meeting minutes to the Trustees so that they are aware of the issues and concerns of Foundation members.

Letty mentioned that various refreshments would be needed for the Variety Show on Saturday and that they could be delivered to Tahanto between 4 and 6 p.m.

Marybeth reported that she had delivered a fruit basket to Fletcher, Tilton, and Whipple for the title search that the firm had done on the Eastwoods property. She had included a Cat's Meow of the Boylston Library.

Letty reported that she had received a complaint from one of the Friends about the cat that wanders into the library. The person felt that its coming into the library could be viewed as a health issue and that we should make every effort to keep the cat out of the library. Nick agreed to contact the cat's owner, Sue Moore.

As a reminder, the following events are forthcoming:

- Variety Show – proceeds go to the building fund – Saturday, May 12, 7 p.m.
- Annual Town Meeting – Monday, May 14, 7:30 p.m.
- Memorial Day – Friends Book Sale, etc. – Monday, May 28, 10 a.m. – 3 p.m.

The meeting was adjourned at 8:45 p.m.

The next meeting will be held on Wednesday, June 13th, at 7:00 p.m.

Respectfully Submitted,

Susan T. Therriault, Chair

May 9 BOT

Meeting notes

Roger Deol on Sch Comm. CR + MBL elected to BOT Flowers not to Dell

Present - all but AS COA 708

minutes approved. Treasurer's $1,235. CD no change. Submit bills w/o Trinity

Dir

+ the Handout as well as plans + model at Tm bldg

→ Involve Seniors for library support - no sr ctr now - meals site
Boylston Ed assoc vols w/ slides
kids w/ slides

→ AH - how do we select the w/d/pendent auditor remm? use CR?

→ make corrected Article 12 for ST

OTS

MBL will get official notice to Tm on Eastwoods that we don't hold title.
Scola's proposal of only ½ of CD. Discuss. Sense is to comply, to implement
the use. Motion: ~~Reg~~ Trustees approve transfer of 20K for DD to Fdn for ~~from attstrip CD~~ payable ~~in Dec, 2001~~
no later Jan 31, 2002.

→ when the Fdn mutes arrive, send out to TSET, make Agenda item for June

Director evals turned over to ST

→ the Cat from Friends

Existing bldg

3,XXX gross ft ~~outside~~
172

Proposed bldg
Approx bldg area

17,XXX gross ft ~~outside~~
771

A.T. Kearney Business Analyst

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The A.T. Kearney Business Analyst program is an outstanding introduction to the discipline of management consulting. Analysts learn and apply the fundamentals of management consulting to identify, study, and solve business problems across a wide range of industries. There is no single model or standard for an A.T. Kearney business analyst. Most analysts join us immediately after college. Others join after gaining industry experience elsewhere, studying abroad or pursuing graduate studies in areas other than business. Beyond a strong academic record, the relevant attributes for a business analyst include excellent problem-solving and quantitative skills, and maturity.

Your responsibilities...

As an A.T. Kearney business analyst, you are a full-fledged member of the consulting team. You are expected to learn and contribute your ideas, opinions, and new information. Business analysts play an integral part in engagements. Together with experienced consultants, analysts:

- Lead teams
- Develop models
- Perform complex analyses
- Work on research assignments both in the office and at client sites
- Travel on assignments
- Participate in business development and marketing activities
- Help prepare proposals for new engagementa opportunities

Your progress...

The Business Analyst program exposes you to all phases of the consulting process and equips you with the skill necessary to excel at A.T. Kearney. After several years, many business analysts choose to continue their studies, entering MBA programs or other approved business-related programs. A.T. Kearney provides tuition and support for select analysts who return to the firm after earning an advanced degree.

Agenda

Trustees of the Boylston Public Library

April 11, 2001

Call to Order

Approval of Minutes of March 14, 2001

Treasurer's Report

Director's Report

Library:

- Trustee ballot has been corrected
- Newsletter mailed out April 5
- Evaluations continuing
- Cataloguing course completed
- Grange Dinner nets $1030 for Foundation
- Town approves FY 2002 budget as submitted
- Warrant articles program to be on cable TV April 23
- Variety Show will be May 12

Building:

- Model construction underway

Old Business:

Report on fund-raising by sub-committee: Letty & Trudy

Request to Foundation for funds for design development with schedule

New Business:

Adjournment

Attachments:

- Librarian's Report
- Minutes of BOT, March 14, 2001
- Architect's schedule of payments for design development phase
- Centralities

Calendar of Upcomming Events: Mon, April 23, 7:30: Cable TV on articles Thurs, April 26, 7:15: Foundation Mtg; Mon, May 7, Town voting at Hillside, 12 to 8pm; Wed, May 9, 7:00pm, **Trustees meeting**; Sat, May 12, 7:00, Variety Show; Mon, May 15, Town meeting at Tahanto Auditorium.

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BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF APRIL 11 ,2001

The meeting was called to order at 7:06 p.m.

PRESENT: Susan Therriault(Chair), Angelo Scola, Cathy Richard, Trudy MacNamee, Letty Rindinger. Mary Beth LaMantia- Litofsky, Nick Langhart(Director)

March 14, 2001 Minutes:

A motion was made by Trudy MacNamee and seconded by Cathy Richard to approve the March 14, 2001 minutes. Motion approved by the Board.

Treasurer Report:

Trudy reported a balance of $1,623.04 in the checking account and $23,720.34 in a C.D. A motion was made by Cathy Richard, seconded by Mary Beth Lamantia-Litofsky, and approved by the Board to accept the report.

Director's Report:

-Boston Globe article on the Boylston Library Trustee election was incorrect. NickLanghart spoke to the Town Clerk about this and hopefully will result in correct ballots.
-Nick, as Director, is responsible for the publishing of the Newsletter. It was mailed out on April 5, as a general mailing.
-Staff evaluations are continuing and will be completed before the May deadline.
-Susan Therriault, as Chair of the Board of Trustees, will do the Director's evaluation with input from the entire Board.
-Nick has completed the required Cataloguing course for Directors. He has completed two of the courses and has two remaining.
-The Grange dinner netted $1,030 for the Foundation. Susan will send a 'thank you' note from the Board of Trustees acknowledging their fine effort for the Library.
-The Town Finance Committee has approved the Library's 2002 budget as submitted.
-The Board of Selectmen will hold the annual public TV program on April 23 during which the Warrant articles will be discussed. This is the opportunity for Boylston residents to call into the TV station for any questions,etc.
-The Variety Show will be held at Tahanto on Saturday May 12, 2001. Tickets are $10.00 each.
-The 3-D model of the proposed Boylston Library additions and renovations is under construction by the architects---Richmond & French. It is due to be completed by the May 14, 2001 Town meeting.

Old Business:

-The Trustees discussed, at their February meeting, the formation of a subcommittee comprised of two members each from the Trustees, Foundation ,and Friends. Letty Ridinger and Trudy MacNamee,representing the Trustees, indicated that there is a meeting of the group in late April. To date there has been no meeting.
-A request of $92,200 will be presented to the Foundation to fund the Library Design Development phase of the project. This amount will fund the 5 month schedule proposed by the architects beginning in June.

-Nick Langhart and Angelo Scola will work on a separate contract to be drawn up for the architects. They will then contact the Town Administrator and the Town Attorney to review the contract.
-Mary Beth Lamantia-Litofsky reported on the title search of the Eastwoods property. It is the opinion of the attorneys and the Title Examiner that neither the Library nor the Town of Boylston own the property. Legal documents at the Worcester Registry of Deeds indicate that nothing was recorded at any time by anybody. Heirs are unknown. Mary Beth made a motion, seconded by Trudy and approved by the Board of Trustees, that letters be sent to all involved thanking them for their donated time on this search.(50 hours were donated for this cause).

Adjournment:

-The meeting was adjourned at 8:35pm on a motion by Mary Beth, seconded by Trudy and approved by the Board.

Meeting Reopened:

-The Board meeting was reopened at 8:40pm at the request of Cal Hastings. A motion to reopen was made by Mary Beth , seconded by Letty, and approved by the Board.
-Mr. Hastings wished to request that the Variety Show be moved to the Tahanto High School Auditorium for the May 12 event. He indicated that the Library, as a Town Department, would be best to sponsor the application for the use of the auditorium rather than the church which is not a Town Department. A motion was made by Susan, seconded by Mary Beth, and approved by the Board, that the Library sponsor the event and reserve the auditorium.

Adjournment

The Board meeting was adjourned at 8:52pm on a motion by Mary Beth, seconded by Trudy, and approved by the Board.

Next meeting will be held on Wednesday, May 9 ,2001

Minutes submitted by Angelo Scola

4/11 BOT Meeting Notes

to ST Secretary
Emails

all present

COA 7.06. approval of minutes
[Budget req "negations" should be negotiations]

Treas report 12,135 → $23,720.34 receipts

Dir - dir's report. NL to do + add the ~~#~~ numbers - to have copy
discuss prior to next BOT (come w/ Q's?)

Budget - 46 Signs' get → 5/22 not Gertrude has Nancy
→ 5/4 HS to Dusty 5:15

- tell ST

No report

OES RFD → need a contract
→ to Bid? (over $500) clarify w/ Town
Design Development doc dist, comments

93 acres: Pernal Sanderson – Levi Hastings last recorded owner

[pull together a thank-you list]

CK Trustees minutes

CK minutes on Sanderson deeds

X LR going before Com on Haz. April 26 to req $12,500 for design dist in monthly pmts – "deliverables" w/ dates

→ Fact Sheet for Town Mtg
How Com was established always

X Debbie Garlock
2 Duffy Rd

B
Gift basket to Fitch-Sanchez

MBL for extra books from Sale

Col Hastings – get AH to Sponsor the Variety Show 5/12. follow through w/ AH.

X fill application for

If employment started after June 30th, no vacation is earned that year.

b. Upon reaching the 1st anniversary of an employee's hire date, January 1st of that year is used to determine vacation time.

One to four years completed, 2 weeks vacation.
Five to nine years completed, 3 weeks vacation.
Ten or more years completed, 4 weeks vacation.

5. Vacation scheduling is to be done by the Department Head to insure continued efficient operation of the Department.

6. Employees who are eligible for vacation and whose services are terminated for any reason, shall be paid for any unused vacation on a pro-rata basis.

7. No accrued vacation time can be carried over into the next year of employment.

C. Health Insurance

1. Any regular employee or Special Salary employee who works a minimum of twenty (20) hours per week may also join the Town's health insurance program immediately after being hired.

2. The premium payment for either family or individual membership will be shared by the Town and by the employee based upon the Town's contribution rate in effect at the time.

3. Employees who work less than twenty (20) hours per week cannot be included in the Town's health insurance program.

D. Life Insurance

1. All Regular Full-time and Regular Part-time employees who have a scheduled work week of at least twenty (20) hours are eligible for Term Life Insurance and Accidental Death Insurance. The premium payment shall be shared by the Town and the employee.

2. Employees working less than twenty (20) hours per week are not covered under this benefit.

E. Sick Leave

1. Regular Full-time and Regular Part-time employees who have satisfactorily completed three (3) months of service shall be eligible for sick leave pay.

2. Special Part-time, Temporary and Special Position employees are not eligible for sick leave pay.

3. Eligible employees shall accumulate sick leave at the rate of one and one-quarter (1.25) days per month during which they actually work, up to a maximum of sixty (60) days.

4. If the absence extends for more than five (5) continuous days, a Physician's Certificate is required to be submitted to the employee's Department Head before further payments are authorized. A medical examination at Town expense may be requested by a Department Head.

To: **ahegarty@rcn.com**
Subject: **Tahanto HS and the Variety Show**
Date sent: **Fri, 13 Apr 2001 16:23:22**

Anita,

Cal Hastings asked the Library to persue a formal application for the use of the Tahanto High School auditorium for the Town-wide variety show to be held Saturday, May 12 at 7:00pm. How do we proceed? The matter was approved by the Trustees at their meeting last night. We understand that the arraingements have been made, that the date is clear, etc. Its the paperwork.

On another matter: The Trustees are planning to ask the library Foundation for the $92,500 we need for the next stage of architectural studies. (They are an independent non-profit corporation) We will have a contract drafted with periodic deadlines and deliverables, which we would like to have Atty Angeleni look over. But do we need to go for bids? It is a town project, but not publically-controlled money. What's the rule?
Thanks again nick

RICHMOND + FRENCH DESIGN

architecture · planning · interiors

85 Walnut Street
Winchester, MA 01890
Tel (781) 729 9470
Fax (781) 729 9470

Memorandum

Date: March 29, 2001
Project: Boylston Public Library
Re: Design Development billing schedule
From: Jonathan Richmond
To: Nick

Dear Nick,

Jon and I are delighted that the Library may consider proceeding with the Design Development phase of the project. Certainly we've enjoyed working with you and the committee, so we look forward to continuing this productive relationship I think we'll design a wonderful library together.

As requested, here is a preliminary billing schedule based on the $92,200 fee we discussed a number of weeks ago for Design Development services.

This phase would most likely be completed over a four or five month period. The schedule assumes a start date in June. While it's certainly possible to fully complete Design Development in four months, a five month schedule would allow for a more comfortable pace for everyone involved during the summer vacation months.

	June	July	August	Sept.	Oct.	Total
4 Month Process	23,050	23,050	23,050	23,050		$92,200
5 Month Process	18,440	18,440	18,440	18,440	18.440	$92,200

The schedules above assume that the process proceeds on a regular basis. If there is a delay in schedule, or if the process speeds up, we will adjust billing for the percentage of work completed at the end of each month. Also, keep in mind that we bill at the *end* of each month, so the first payment to us would be issued sometime in July, with the final project payment issued sometime in November

If you have any questions or need any other information, please give a call.

Jonathan

To: Board of Trustees
Library Foundation Directors

From: Nick Langhart

Date: April 11, 2001

RE: "Design Development" phase of architectural work

We have completed the schematic phase of library design last December for $26,000. This was a feasibility study of what renovation and expansion could be done to meet the requirements of the Library Program and a preliminary estimate of what it would cost.

The next step is known as design development, and will cost $92,200. The plans will be examined and refined in light of legal codes, engineering considerations, interior and exterior detailing, furniture plans and preliminary selection of materials. At its conclusion, we will have a thoroughly studied, workable plan, several consultants reports and a very much more detailed cost estimate prepared by outside estmators.

We should engage the architects for this next step as soon as possible:

- -to keep the project momentum alive
- -to show the MBLC a continuing local commitment (our chances of a grant in 2002 is increased if we are wait-listed in June. By involving MBLC in design development, our competitive position is improved.)
- -Design development costs are covered by the grant even if incurred now. They are a necessary part of the project. We'd just be using our matching funds earlier rather than later.

What the design development involves:

Refinement of the schematic to ensure that the design conforms to all applicable Massachusetts building codes as well as:

-ADA and egress requirements

-Fire codes

-Electrical codes

-Planning board regulations

Consultation with engineering firms who will submit written reports specific to this project:

-mechanical (heating,air conditioning, ventilitation, chiller placement)

-electrical, including automation wiring

-plumbing (septic plan is already approved)

-structural construction detailing for walls, foundation, framing, roofing

Development of the exterior

-refinement of design and details

-availability and pricing of rock facing

-detailed landscape design with parking

Development of the interior

-sketch studies of the interior arrangements

-finish and color considerations

-furniture plans, seating materials and placement

-stack design, placement and capicity

Library responsibilities:

The architects will wish to meet with the design review committee several times through the 5 month process, perhaps four sessions will be adequate.

Linda Jakubowski

STOP & SHOP #85
WORCESTER, MA.
852-0505

Tran 84351 Terminal 14 Cashier 000183
Store 85 Fri, Oct 02, 1998 2:36pm

SS VP TK 120CT		5.49 T
	Total	$5.76
Cash		$10.00
	Total	$5.76
	Subtotal	$5.49
	Tax paid	$0.27
	Total tender	$10.00
	Change	$4.24

THANK YOU FOR USING YOUR STOP & SHOP
CARD EVERY TIME YOU SHOP. SEE
HOW MUCH YOU'VE SAVED.
IT'S THAT SIMPLE

Chris Johnson, Store Mgr. 852-0505

STOP & SHOP #85

10-7-98

Agenda

Trustees of the Boylston Public Library

March 14, 2001

Call to Order

Approval of Minutes of February 14, 2001

Treasurer's Report

Director's Report

Library:

- Trustee Symposium, March 31, announcement attached
- Spring Newsletter at printer, copy attached
- Staff memo on holidays, sick leave and comp time prepared
- Staff evaluations beginning
- Cataloguing course for director's certification underway

Building:

- Inspection of Library by MBLC architect consultant done March 3rd
- Approval letter for expansion received from Mass Historical Commission

Old Business:

- Approval of funds for architectural model of proposed addition
- Report on appraisal of Eastwoods acreage, Fw: Com free cash distribution disc.
- Consideration of warrant articles
- Plan of compensatory hours for director re: grant writing

New Business:

- Planning events and fund-raising activities during the upcomming year

Attachments:

- Librarian's Report
- Trustee Symposium announcement for March 31
- The Binder, Spring, 2001
- Centralities

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 14, 2001

The meeting was called to order at 7:08pm

Present: Trudy MacNamee, Cathy Richard, Angelo Scola (acting chair), Letty Ridinger, Mary Beth LaMantia-Litofsky, Nick Langhart (Director)

Absent: Susan Therriault

February 14, 2001 Minutes
The following corrections were made to the February 14, 2001 minutes:
-The committee voted to pay $387.94 for the purchase of books, not rebinding
-Treasurer reported that we have $1623.04 in the checking account, not $16,230.04
-A motion was made by Ms. LaMantia-Litofsky, seconded by Mr.Scola and unanimously approved by the Board to approve the February 14, 2001 minutes with corrections.

Treasurer Report
-Ms. MacNamee reported that there was $1235.07 in the checking account and that the CDs were presently valued at $23,380.87.
-A motion was made by Ms. Richard, seconded by Ms. LaMantia-Litofsky and unanimously approved by the Board to approve the Treasurer's report.

Director's Report
-Mr. Langhart distributed a flyer re: the March 31, 2001 Trustee Symposium. If anyone can attend the sign up date is March 16, 2001
-A copy of the spring 2001 edition of The Binder was distributed. Mr. Langhart will assume responsibility from the Friends for the publishing of the newsletter. If there is something that needs to be included in the newsletter talk to the Director.
-A memo re: policy on holidays, sick leave and comp time was prepared and distributed to the staff. For a copy of this, see the Director
-The process of staff evaluations has begun.
-Mr. Langhart is in the process of completing the Cataloguing course for director's certification. He began this on March 13, 201 and plans to complete it by April 10, 2001.
-An inspection of our Library was completed by a MBLC architect consultant on March 3, 2001. There will also be consultant-librarians visiting as part of the MBLC grant process, though the dates are unknown at this time.
-An approval letter for the library renovation and expansion was received from the Mass Historical Commission.

Old Business
-The architects from Richmond-French have agreed to construct a 3-D model of the proposed addition and renovation for the library. The projected cost for the project is $3600. The model would be completed in time for display at the Memorial Day festivities. Because the project cost is less than $5000, it does not need to go out for bid.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

-A motion was made by Ms. LaMantia-Litofsky, seconded by Ms. MacNamee and unanimously approved by the Board to have Richmond-French Architects construct the model and to pay them out of the $7400 left in the grant fund.
-Eastwoods appraisal: Ms. LaMantia-Litofsky reported that Ron Aspero, from Shrewsbury Homes checked the Eastwoods property. He valued the land at $10,000 based on his unofficial opinion that most of the land is either ledge or wetlands and does not have much develop-able value. He suggested that perhaps a conservation group such as Sudbury Valley Trustees might be interested in purchasing this land. The value of a second opinion was discussed at this time and it was agreed that the Board should wait for the Title Search report before doing anything else.
-Title Search: Ms. LaMantia-Litofsky reported that the title search at Tilton, Fletcher and Whipple regarding the Eastwoods property was still in process and should be completed by March 30, 2001.
-Budget Request: Ms. LaMantia-Litofsky reported that she spoke with David Butler, chair of the Finance committee, regarding eliciting funds up to $92,500, from the town for the architectural /engineering design development plan. Mr. Butler stated that because of the pending lawsuit against the town by Compac and ongoing negations with the police union, the Finance committee was unwilling to commit any of the $200,000 in the town's free cash account. Because the design development plan is something that is necessary, it was agreed to request the $92,500 from the Library Foundation. Ms.Ridinger will request this sum at the next Foundation meeting.
-Warrant articles: after considering the refusal of the Finance Committee to support the funding of the Design Development plan, it was agreed by the Trustees to remove that article requesting the money from the warrant.. On a motion by Ms.LaMantia-Litofsky, seconded by Ms.Ridinger and unanimously approved by the Board, the first four articles were approved to be sent to the selectmen for inclusion on the town warrant for May, 2001 (refer to 'Articles for Town Meeting').
-Plan of compensatory hours for Director re: grant writing: Mr.Langhart spent an extra 119 hours between December 9, 2000 and January 18, 2001 preparing the Construction Grant. He would like to take his comp time as follows: April 2-7; September 4-8 and November 6-10, 2001. His regularly scheduled vacation will be taken July 2-14, 2001. Mr. Langhart will arrange for coverage during his time off. A motion was made by Ms.LaMantia-Litofsky, seconded by Mr. Scola and unanimously approved by the Board to approve the Director's request for time off.

New Business

-Planning events and fund-raising activities during the coming year:
- ---April--prepare for town meeting
- ---May--Memorial Day and Town meeting--3D model on display
- ---September--newsletter
- ---February 2002--newsletter
- ---April 2002 mailings

-A fund raising event at Tower Hill was considered
-If the grant is awarded then a plan for the announcement, to include Harold Naughton and the Telegram & Gazette, among others, needs to be developed.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

-A subcommittee with 2 members each from the Trustees, Foundation and Friends was discussed. Ms. Ridinger and MacNamee volunteered to represent the Trustees and will notified the other groups regarding this subcommittee.

On a motion by Ms.LaMantia-Litofsky, seconded by Ms.MacNamee and unanimously approved by the Board, the meeting was adjourned at 8:45pm.

Next meeting will be April 11, 2001 at 7pm.

Minutes submitted by Mary Beth LaMantia-Litofsky

BOT MTG NOTES 3/14

708 COA

Corrections to mmtes

Trees – 1,235.07 / 23, 367 cD

Dir Rpt

Symp. Newsletter - etc

MSP for model moved MBL 2nd Trudy – all –

Ron Asbrough, cont for Shirley Homes. Not dev. Judge

E. Farmer may want a bit. option: approach a Conv guy

S.V. Trustees, etc. $10,000 for 93 acres. Discc eff Farmer's abutment. MBL – a positive step for Lib to be conserv that land. Letty – a second opinion should be sought.

Title search: not yet done. Lyn Batka says will be done by April.

Tilden, Whipple + Fletcher. Will there be a charge?

[Fund raising - dont forget Wagner Motors – CR]

[Role of Fdn]

Financ Comm. 208,000 Free Cash for fin – held for law suit - COMPAQ. Discy MBL, after the Fin Comm's 3/8 mtg. Tr Mtg will give to D. Packer, Police Union negotiations + something else. No $ for us

Articles: remove # 5 (AH notified 3/15)

→ find out Architects pmt sch for design dev. work. dates

MSP Complies for NL.

Letty will: subcommittee of Letty, Trustee, Fdn + Friends. Report at April 8 45

DECEMBER | DÉCEMBRE | DEZEMBER

Higgins 4

Bouquet de fleurs
Aquarelle / Watercolor
Collection particulière / Private Collection

SUNDAY DIMANCHE SONNTAG	MONDAY LUNDI MONTAG	TUESDAY MARDI DIENSTAG	WEDNESDAY MERCREDI MITTWOCH	THURSDAY JEUDI DONNERSTAG	FRIDAY VENDREDI FREITAG	SATURDAY SAMEDI SAMSTAG
	1	2	3	4	5	6 Nikolaus
7 ☽	8	9	10	11	12	13
14 ○	15	16	17	18	19	20
21 First Day of Winter Hiver Winteranfang ☾	22	23 Chanukah Begins at Sundown	24 Heiligabend	25 Christmas Day Noel 1. Weihnachtstag	26 Boxing Day (Canada, U.K.) 2. Weihnachtstag Kwanzaa Begins	27
28	29 ●	30	31 S. Sylvestre Silvester			

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Agenda

Trustees of the Boylston Public Library

February 14, 2001

Call to Order

Approval of Minutes of January 10, 2001

Treasurer's Report

Director's Report

Library:

Budget reviewed by Finance Committee February 8

FY 2001 State Aid to Public Libraries for Boylston is $4915.61, on deposit with Town treasurer

Library articles prepared for Town Meeting

Building:

Planning & Design grant closed out, $7,040 balance in Foundation's acct.

Mass Public Library Construction Grant application is in Boston

Noted on e-mail of February 3:

-revised construction and funding figures
-Eastwoods assessor records passed to title search and appraiser
-meeting with Capital Planning Committee
-construction articles for Town Meeting drafted

Old Business:

May ballot and Town Meeting options

New Business:

Planning a fund raising and bond issue campaign

Attachments:

Librarian's Report
Planning & Design close-out statement
Library Building Expansion Costs
Draft articles for Town Meeting
Centralities

Calendar of Upcomming Events:

Wednesday, March 14: Board of Trustees Meeting, 7:00pm

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

February 14,2001

The meeting was called to order at 7:08 p.m.

Present: Chair Susan Therriault, Mary Beth Litofsky,Trudy MacNamee,Cathy Richard,Letty Ridinger,Angelo Scola, and Nick Langhart, Director.

The minutes of the January meeting were approved.

The committee voted to pay $387.94 for the purchase of books.

Treasurer reported that we have $1,623.04 in the checking account.

Nick mentioned the planning and design for the library was delivered to the state on January 18, 2001.The total cost for the project at this time is $3,974,280.00
Nick mentioned that we have $7,400.00 remaining from the original $40,000.00 from both grants. Also received from FY2001 State Aid to Boylston Library in the amount of $4,915.61.

The committee discussed whether to submit the library article at the town meeting. Everyone voted yes except, Mary Beth.

After much discussion Mary Beth, volunteered to speak with Chair of Finance Committee to see how much money the town would be able to designate for library addition, and weather they would support the article at the town meeting. Mary Beth will report back to committee.

Nick reported to committee when construction begins the architects suggested that the library should be completely closed, and the location of the library moved. Where to move the library to? Committee had no answers at this time.

The meeting was adjourned at 9:08pm.

The Next Meeting Will Be Wed. April 11, 2001.

Meeting notes 2/14/01

MBL CR

Present ST, L.R. JMcN, AS; Pat E, EE Bill Kondy

CTO: 7:08 pm

$1,623.04 in trustees acct Moved to pay B+T bill of $369 – of June 30, '00.

More on model making via JR.

660,000 for comp. settlement set aside, it depletes free cash

NB → on the 92,000 – get Fin Com thoughts on it NOW

Negotiable, w/ support for reminder from Fdn. "LR – "what can you live with"

When do they print the Warrant?

Motion: to submit article on design dev of no & special 5 years/1 nay. then back to Fin Com for budget approval after MBL talks to DB.

NB

Fdn's role. will meet in March to help sort-of Town Fdn's → PLANNING & FUND-RAISING + BOND ISSUE CAMPAIGN TO BE DISCUSSED IN MARCH no ST at 3/14 BOT mtg

Sch time off MOTION: Comp time, based on my proposal to be approved from Trustees

#

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215
617 267-9400 • 800 952-7403 (in-state only) • Fax: 617 421-9833

NOTICE OF PUBLIC HEARING

Pursuant to Massachusetts General Laws, Chapter 30A, notice is hereby given that the Massachusetts Board of Library Commissioners will hold a public hearing relative to amending regulation 605 CMR 6.00 Sections 6.02 - 6.11 inclusive. The proposed amendment modifies administrative procedures for the Massachusetts Public Library Construction Program. The amendment is intended to clarify and streamline the application and review process, further define eligibility requirements and adjust funding formulas used in determining grant awards.

Hearings will be held as follows:

Thursday, December 2, 1999 at the above address, on the 5th floor at 1:00 P.M.
Thursday, December 9, 1999 at the Western Massachusetts Regional Library System, Hatfield at 10:00 A.M. (*Snow Date December 10*)
Thursday, December 9, 1999 at the Bushnell-Sage Memorial Library, Sheffield at 1:30 P.M.(*Snow Date December 10*)
Monday, December 13, 1999 at the Middleborough Public Library at 10:00 A.M. (*Snow Date December 14*)
Monday, December 13, 1999 at the Ayer Public Library at 4:30 P.M. (*Snow Date December 14*)

Persons planning to give oral testimony at a hearing are urged to provide a written summary. Written statements may be submitted prior to the hearings, during the hearing period or up until 3:00 p.m. on Tuesday, December 28, 1999 by mail or fax to the above address:

Robert Maier
Head of Library Development
Massachusetts Board of Library Commissioners
648 Beacon Street
Boston, MA 02215

Copies of the proposed amended regulations are available by contacting Maggie Jean-Baptiste at the above address. Telephone: 1-800-952-7403.

By order of the Massachusetts Board of Library Commissioners.

Boylston Public Library

January 31, 2001

Planning and Design Grant

State funds:

Income:	$20,000	State grant, August, 1999
Expenses:	2,000	Cheryl Bryan Consulting, Feb 1, 2000
	2,000	" " " Mar 14
	500	" " " June 6
	500	" " " Oct 10
	6,700	Richmond, French Design #1, Oct 24 (includes $200, Ross Engineering)
	6,500	Richmond, French Design #2, Nov 21
	1,800	" " " #4, Jan 1, '01(part)
	20,000	Expended from State grant funds
	-0-	Balance

Matching funds:

Income:	$20,000	Fuller Foundation, May, 1999
Expenses:	7,400	Richmond, French Design #3, Dec 1 (includes $900, Ross Engineering)
	5,172	Richmond, French Design #4, Jan 1,'01(part) (includes $472, Ross Engineering)
	387.68	reimbursement to N. Langhart for grant reproduction costs, KINKO'S, Jan 18,01
	12,959.68	Expended from Fuller Foundation
	7,040.32	Balance of Fuller Fdn account

Sources of Funds

$20,000	MCLCP grant 8/99
20,000	Fuller Foundation grant
$40,000	

Expenditures by Category

$5,000.00	Library Building Program - Cheryl Bryan
26,000.00	Schematic design-Richmond, French Design
1,572.00	Engineering site work - Ross Engineering
387.68	Grant appl reproduction costs-Langhart
32,959.68	Expended 1/31/01
7,040.32	balance in Fuller Foundation account

NL

6) ARTICLES FOR TOWN MEETING

"To see if the Town will vote to authorize the Trustees of the Public Library to appoint such officers and employees as may be necessary for the year beginning July 1, 2001, and to fix the compensation therefor, consistant with the Personnel Plan; or take any action relative thereto."

"To see if the Town will vote to appropriate the money received from the Commonwealth of Massachusetts as a Library grant-in-aid for the purpose of purchasing books and other items at the discretion of the Library Trustees; or to take any action relative thereto."

"To see if the Town will vote to authorize the Board of Library Trustees to apply for and ~~expend~~ accept any State and/or Federal funds which might be available for the planned renovation and/expansion of the Boylston Public Library" /02

"To see if the Town will vote to accept the preliminary design and plans for the renovation and expansion of the Boylston Public Library, dated 2000, created by the architectural firm of Richmond, French Design and based on the Library Building Program, dated 2000, a copy of which is on file at the Town Clerk's Office, Town Hall, 221 Main Street, Boylston"

"To see of the Town will vote to raise and appropriate or transfer from available funds $-92,500-for architectural, engineering and related services in connection with the proposed renovation and expansion of the Boylston Public Library, said funds to be expended under the direction of the Library Board of Trustees or do anything relative thereto"

Perhaps there is a way to condense these articles...

Agenda

Trustees of the Boylston Public Library
January 10, 2001

Call to Order

Approval of Minutes of December 13, 2000

Treasurer's Report

Director's Report

Library:

Annual Town Report for 2000 delivered Jan 8, copy attached.

FY 2002 budget delivered Jan 9, copy attached.

Building:

Construction Grant application progress.

Old Business:

Closing out the Planning & Design Grant:

$6,500 R+FD bill to be paid: 1,800 from State (balance will = 0)
4,700 from Fuller Fdn ($7,900 remains)

R+FD will do color rendered perspectives, extra cost.

New Business:

Set meeting with Library Foundation for goals discussion.
Set meeting with Capital Program Committee

Attachments:

Librarian's Report
FY 2002 final budget
2000 Annual Report
Centralities

Calendar of upcoming events:

Thurs, Jan 18 Construction Grant application due at MBLC, 4:00pm

Thurs, Feb 8 Trustees meet with Finance Committee, 8:00pm, Town Hall

Wed, Feb 14 Trustees Meeting, 7:00pm, Library

SMITHTOWN
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ARTS
COUNCIL, INC.

1 Bank Street
Smithtown, New York 11787

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BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

MINUTES
January 10, 2001

The meeting was called to order at 7:05pm.

Present: Trudy MacNamee, Cathy Richard, Angelo Scola, Susan Therriault (Chair), Letty Ridinger, Mary Beth LaMantia-Litofsky, Nick Langhart (Director)

December 13, 2000 Minutes.
-A motion was made by Ms. Richard, seconded by Mr. Scola, and unanimously approved by the Board to approve the minutes of the December 13, 2000 meeting.

Treasurer Report .
-Ms. MacNamee stated that a deposit was made to the checking account from a donation given in Nick Langhart's honor. The new balance in this account is $1623.04.
-Re: the Millbury Bank CD, Ms. Richard reported that she had spoken to Joan Banks and that the money originated from the checking account and when Ms. Banks was treasurer of the Board she opened a CD at the Millbury Bank with the extra money. It is a one-year CD that automatically renews every December.
-A motion was made by Mr. Scola, seconded by Ms. Richard and unanimously approved by the Board to approve the Treasurer's report.

Director's Report .
-Mr. Langhart stated that the Town Report for the Library (see copy attached to 1/10/01 agenda) was delivered January 8, 2001.
-The FY2002 budget was delivered to the Finance Committee on January 9, 2002 as approved at the 12/13/00 meeting, with one modification to the approved hour change for the assistant director (see copy attached to 1/10/01 agenda).
-Prior to the meeting, Mr. Langhart discussed with Anita Hegarity the budget in relationship to the grant. She suggested that the Board meet with the Capital Program Committee (Herb Cromin, chair) as an initial part of the process.
-The Library Design Review Committee had its last meeting December 15, 2000 and the final report is completed.
-The Construction Grant application is in the process of being completed for its January 18, 2001 due date. Two-thirds of the written narrative is complete and Mr. Langhart submitted it to Ms. Therriault for review. The graphs and charts component of the application are in the process of being completed with assistance from Jonathon Richmond (design architect).

Old Business
-The last bill from the architects, $6500, will be paid with the remaining $1800 from the State (balance will = 0), and $4700 from the Fuller Foundation ($7900 will remain from this grant). Mr. Langhart will check with Ann Larson (MBLC) to determine what, if any, restrictions there is on this money. Potential needs, as determined by the Board for the utilization of these funds include color rendered perspectives and a 3-D model of the proposed library.

BOT ~~Trustees~~ Mtg Notes

7⁰⁴ CR, MBL, LR, ST

3/21 Fdn mtg hours ← w/ Trustees 7-7³⁰

wait + see on lib re-design (to some $)

MSP accept dings + cost est.

Set up Moore + Price mtgs w/ VC, JTC + Trustee

See Jane Peck's "plan" + Fdn list + out of w/ J Moodore, Princeton

We need a Strategic Plan.

Circ Stats before / after renov

To Trafton: will talk to Fdn later (mtg.)

Trustee: Do to Asbro (Shirley Howes) involved in N'Boro
Dave Frenn is not res of Boylston (cypress Keys) (Bob is father)
(Liz is mother)
- DeCastro, Ileene, Golf St. (not yet asked) (Edson, husband)
May Seiber not interested. L. Butler
- Gerard Donnelly
- Randy Feldman (attended Sch Bd)
Bill Whitehead (Allmerica)

ELLE

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100 PERFECT PIECES FOR EVENING & DAY
FIND YOUR NEW LOOK

IT'S TIME TO GIVE
285 IDEAS & OBJECTS OF DESIRE
(INCLUDING VIGGO MORTENSEN)

AMERICAN BEAUTY
BRIDGET HALL
THE HAIRCUT OF THE SEASON

RELATIONSHIPS NOW: CLOSER TOGETHER, OR FARTHER APART?

JEAN ON CONQUERING FEAR

POLITICS W

#BXNBQPT ******** 3-DIGIT 015
#LBYLP000096 8#450708 E1
SEP 02
BOYLSTON PUBLIC LIB SM4H
695 MAIN ST #1049
BOYLSTON MA 01505-1308

02492 12
0 27400 1 4
WW
KEY
ON
DECEMBER 2001
USA $3.50
CANADA $4.50

UNITED WE STAND

Agenda
Trustees of the Boylston Public Library
February 13, 2002

Call to Order
Distribution and Approval of Minutes of January 9, 2002
Treasurer's Report
No Report
Director's Report
Library:
FY '03 budget presented to personnel committee 1/23, to FinCom 2/7 after special BOT meeting 2/2
Annual Report for the Town submitted 1/23
Newsletter Binder for winter completed
Reorganisation of Children's room furniture beginning
CIPA conference in Boston 1/30
Pegasus e-mail class held 2/12
Annual legislator's breakfast to be Friday, March 1, 8:00am, WPL
Sunbanke Village book deposit collection implemented

Building:
Design Review Committee will meet 2/27

Old Business
Meeting with Foundation
Trustee vacancy
New Business
Automation proposal from C/W Mars
Request to add Peggy St. John to Design Review Committee
Adjournment
Attachments:
Librarian's Report
Binder for winter, 2002
Legislator's breakfast announcement
C/W Mars automation bids
Centralities

Next Meeting: Wednesday, March 13, 2002

FOR JUDY

CMRLS Continuing Education Registration Form
September - December 2001
Please select the class(es) for which you would like to register:

MassCat Orientation
- ❒ September 11 ~ 2-5 pm ~ CMRLS HQ
- ❒ October 15 ~ 4-7 pm ~ CMRLS HQ
- ❒ December 6 ~ 9 am-12 pm ~ CMRLS HQ

LAN Basics
- ❒ September 18 ~ 9:30 am-12:30 pm ~ CMRLS Lab

Using the A/V Center's New Web Based Booking Module
- ❒ September 19 ~ 10 am-12 pm ~ CMRLS Lab
- ❒ September 20 ~ 1-3 pm ~ CMRLS Lab
- ❒ October 2 ~ 10 am-12 pm ~ CMRLS Lab
- ❒ October 3 ~ 1-3 pm ~ CMRLS Lab

CMRLS Databases Overview
- ❒ September 20 ~ 9 am-12 pm ~ CMRLS HQ
- ❒ September 25 ~ 4-7 pm ~ CMRLS HQ

CIPA/NCIPA Information Session
- ❒ September 21 ~ 2-4 pm ~ CMRLS HQ

Get Into the Mind of the Child
- ❒ September 24 ~ 10 am-12 pm ~ Westborough Public Library

Managing Windows 2000
- ❒ September 26 ~ 9:30 am-12:30 pm ~ CMRLS Lab
- ❒ November 20 ~ 1-4 pm ~ CMRLS Lab

FrontPage 2000
- ❒ September 27 ~ 8:30 am-4 pm ~ CMRLS Lab

The Face of Your Space on the Web
- ❒ October 4 ~ 9 am-1 pm ~ CMRLS HQ

Public Library Forum
- ❒ October 9 ~ 10 am-12 pm ~ Princeton Public Library
- ❒ December 11~ 10 am-12 pm ~ Thayer Memorial Library, Lancaster

The Massachusetts Virtual Catalog
- ❒ October 10 ~ 10 am-12 pm ~ CMRLS HQ

Introduction to the Internet
- ❒ October 10 ~ 1-4 pm ~ CMRLS Lab (waitlist)
- ❒ November 1 ~ 9 am-12 pm ~ CMRLS Lab

Creating a Home Page Using HTML
- ❒ October 11 ~ 9 am-1 pm ~ CMRLS Lab

Teen Writing Groups
- ❒ October 11 ~ 10 am-12 pm ~ Leominster Public Library

Performance Reading
- ❒ October 15 ~ 9 am-12 pm ~ Rutland Free Public Library

Follow the Money: Getting Grants for Your Library
- ❒ October 17 ~ 9:30 am-12:30 pm ~ CMRLS HQ

Strategic Planning for Academic Libraries
- ❒ October 17 ~ 10 am-4 pm ~ Hogan Campus Center, Holy Cross College

Get on Track with InfoTrac
- ❒ October 18 ~ 10 am-12 pm ~ CMRLS HQ
- ❒ October 23 ~ 10 am-3:45 pm ~ CMRLS HQ

Computer Essentials: File Management
- ❒ October 23 ~ 9:30 am-12:30 pm ~ CMRLS Lab

Creative Financing for Small Library Building Projects
- ❒ October 24 ~ 10 am-12 pm ~ CMRLS HQ

Local History/Genealogy Roundtable
- ❒ October 25 ~ 10 am-12 pm ~ CMRLS HQ

Strategic Long Range Planning for School Library Media Centers
- ❒ October 25 AND December 13 ~ 4-6 pm ~ CMRLS HQ

Beyond the Basics of the Internet - Internet Search Tips and Tricks
- ❒ October 26 ~ 9:30 am-12 pm ~ CMRLS Lab
- ❒ November 28 ~ 9:30 am-12 pm ~ CMRLS Lab

Beyond the Basics of the Internet -Browsers, Downloads, and Plug-Ins
- ❒ October 26 ~ 1-3:30 pm ~ CMRLS Lab
- ❒ November 28 ~ 1-3:30 pm ~ CMRLS Lab

Technical Services Roundtable
- ❒ October 29 ~ 9:30 am-12:30 pm ~ CMRLS HQ

NAME Judith Fribert **LIBRARY** Boylston Public Lib

CITY/TOWN Boylston **EMAIL** JMFRIBERT@hotmail.com

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
February 13, 2002

The meeting was called to order at 7:05 p.m.

Present: Chair Mary Beth Litofsky, Cathy Richard, Letty Ridinger, Susan Therriault, and Nick Langhart, Director

The minutes of the January 9 meeting were approved.

The Treasurer's report was presented by Mary Beth. Checks were written during the last month to pay a Books on Tape bill for $64.71 and a Baker & Taylor bill for $62.12. The checking account balance is now $5695.16.

Harry Durning, a town resident, has begun his book deliveries to/from Sun Banke Village.

The Annual Report was submitted to the Town January 23.

Nick met with C/W Mars to discuss the costs of automating the present facility. At this time the Trustees don't see a need to become a Mininet member, and the Library will remain an Online Affiliate Member.

Nick attended a conference January 30 at the Boston Public Library on the Children's Internet Pornography Act. The Trustees will have to approve some guidelines for our Library in order to comply with the policies of this Act.

The Trustees met with the Personnel Board January 23, and the Finance Committee February 7. The updated proposed budget was presented to the Finance Committee at that time.

Peggy St. John, the Treasurer for the Foundation has asked that she be added to the Design Review Committee. She wants to know the proposed project better and identify fund raising possibilities and naming opportunities. The next meeting of the Design Review Committee will be February 27. The Trustees have no objection to Peggy joining the committee.

C/W Mars held a Pegasus email class February 12, which Nick attended.

The annual legislator's breakfast will be held Friday, March 1 at 8:00 am at the Worcester Public Library. Members of the Trustees, Foundation, and Friends plan to attend.

Angelo's term expires this year, as well as the position formerly occupied by Trudy MacNamee. Nomination papers must be picked up from the Town Clerk by March 22, and returned by March 25.

Sue, Mary Beth, Pat Brissette, and Margaret Sieber met February 12 to talk about grant possibilities for the Library project.

The Trustees will meet with the Foundation at their meeting March 21. Sue will make a presentation on fund raising.

The Foundation is holding an Italian Dinner and Auction March 23 at the Town House. Proceeds are to benefit the planned Boylston Public Library expansion.

Meeting adjourned at 8:38 p.m.

Next meeting will be Wednesday, March 13, 2002 at 7:00 p.m.

Minutes submitted by Cathy Richard.

2318 -
760-2114

2/13/02 BOT MEETING NOTES

Present: MBL, ST, CR, LR (all but AS)

COA 7:05

minutes of 2/2/02 + 1/9/02. MSP.

126[83] spent as of 1/31, 5, - - - - -

CR - MBL
ST - LR
AS - THIN

guidelines
CPA Gdlns / no early

Advertise the ~~Fund~~ Legis BK/St to Friends + Fdn

Delivery by FRIDAY

P. St. John to DRC - Call Peggy

OB: ST + MBL meet w/ P Burnette + M Seiber 2/12/02.

"grants Cmttee"

Proposal: Joint mtg, BOT. 6:30-7:00 Continue 7:00→ Fdn mtg 8:00-8:30. [no date Set]

3/23 Ofalian Din → DECIDED: O/S Fdn on 3/23, BOT on 13th. ST at Fdn, reports, on 3/21

To share Fundraising ideas - to present ST's report on Bkeri Seminar

Trustee
Vacancy: DiCastro Frame, Ron Ashbrook, Shonahon Reitzells

MBL will explore

- letter from Trudell (resign)
- no minutes at this time

For Temp Qtrs:
Tin Hse lower Floor
New Storage places
Cellar of Hillside

3/23 Ital din $20.00/person 7:00 Town House Upstairs

Checks to Fdn.

6 tic/person to sell Auction of donated items

Catered ($10.00/plate) Happy Hang, Auburn

120 persons hosp.

8:38

NEW READING FOR SENIORS

The library is providing a new service for the residents of Sunbanke Village. A collection of current popular books which are duplicates and donations to the library will be available for borrowing and reading at the community meeting room at Sunbanke. Come by and help yourself to a recent bestseller!

Normally such books would be stored until the Memorial Day booksale but the board of trustees wants to share the best with the Sunbanke community. Through the services of volunteer Harry Durning, this collection will be periodically refreshed with new titles added. The older books won't be discarded. They'll be kept in safe storage ready for quick return if wanted. But the goal is to provide as many new titles as the case will hold. Borrowing will be done as in the past on a simple sign-out system. If the service is a hit, a second bookcase will be added.

And if some people need a ride to the library to browse the shelves there, Harry will provide transporta-

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
February 2, 2002

The meeting was called to order at 1:00 p.m.

Present: Chair Mary Beth Litofsky, Cathy Richard, Letty Ridinger Angelo Scola, and Nick Langhart, Director

Budget revision meeting was held to refine our strategy for the upcoming FINCOM meeting February 7.

The Trustees approved the budget as revised.

Meeting adjourned at 2:10 p.m.

Next meeting will be Wednesday, February 13, 2002 at 7:00 p.m.

Minutes submitted by Cathy Richard.

Agenda
Trustees of the Boylston Public Library
January 9, 2002

Call to Order

Distribution and Approval of Minutes of December 12, 2001

Treasurer's Report

Millbury Credit Union CD ($24,736.92) closed Dec 20, check for $20,200 issued to Foundation Dec 26, 2001($4,536.92 left)

Request to pay two past-due bills

Director's Report

Library:

State Aid check of $4560.51 received

Book Group plans to meet monthly on Wednesday afternoons

Harry Durning will begin book delivery to Sunbanke this week

Bar code scanner installed on 'holds' computer

Newsletter in preparation for January mailing

Annual Report due to Town Jan 22

Meeting on costs of automation with C/W Mars, Thursday, 3:30

Conference on CIPA at Boston PL, Wed, Jan 30, 2:30

Meeting with Finance Committee Thursday, Feb 7, 8:00, Tn Hall

Building:

Design Review Committee met today

Jonathan Richmond met with Planning Board last Monday

Library construction list updated

Old Business

FY 2003 budget submission

New Business

Appointing a replacement for Board vacancy

Adjournment

Attachments:

Librarian's Report

Updated library construction list

Budget draft

Centralities

Next Meeting: Wednesday, February 13, 2002

Town of Boylston
Library Payroll
For the Period Starting_____ and Ending _____

Employee Name	Employee Number	Pay Rate	Hours	Gross Pay Regular	Overtime	Total
Paula Peterson	411	12.84				
Barbara Despres	465	10.82				
Cheryl Newcomb	410	7.13				
Linda Sokolowski	413	6.74				
Priscilla O'Connor	460	5.15				
Amie Humphrey	421	5.15				
Deborah Perry	430	961.54		961.54		961.54
TOTALS						

Approved for $_____. Certification is hereby made under the penalties of perjury that the statement set forth in this payroll is true to the best of my knowledge and belief.

_____ Department Head

_____ Accounting Officer

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
January 9, 2002

The meeting was called to order at 7:05 p.m.

Present: Chair Mary Beth Litofsky, Trudy MacNamee, Cathy Richard, Angelo Scola, Susan Therriault, and Nick Langhart, Director

The minutes of the December 12 meeting were approved.

The Treasurer's report was approved. The Millbury Credit Union CD ($24,737.92) was redeemed December 20, 2001. A check for $20,200 was issued to the Foundation December 26, 2001 as payment for our agreed upon portion to the architects. It is assumed that the Foundation is current on its payments to the architects. Mary Beth thanked Trudy for her service to the Board. Angelo will be taking over as Treasurer.

Nick asked if the Trustees would be willing to pay an old Books on Tape bill for $64.71 and a Baker & Taylor bill for $62.12. Voted and approved.

The Library has received its state aid check of $4650.51. Nick has turned the check over to Town Treasurer. The check represents a 7.4% reduction from expected due to budget cuts.

The Book Discussion Group will now meet monthly Wednesday afternoons at 1:00 p.m., instead of their previous evening meeting time.

Harry Durning, a town resident, has volunteered to deliver books to/from Sun Banke Village.

Nick installed a bar code scanner to assist with Inter-Library loans.

The Annual Report is due to the Town January 22. Mary Beth will review and sign after Nick completes the report.

Nick will meet with C/W Mars January 10 to discuss the costs of automating the present facility.

Nick will attend a conference January 30 at the Boston Public Library on the Children's Internet Pornography Act. In order to qualify for discounts our Library must comply with the policies of this Act.

The Trustees are scheduled to meet with the Personnel Board January 23 at 800p.m., and the Finance Committee February 7 at 8:00 p.m.

Nick presented the FY 2003 budget for review. The Trustees voted to ask the Finance Committee to increase the Library Director salary to $20.56 per hour, the Children's Librarian salary to $14.00 per hour and the Junior Assistant salary to $10.28 per hour. The Trustees approved the budget as revised.

The Design Review Committee met today. Jonathan Richmond met with the Planning Board January 7. Things went well.

The Board discussed the process for recruiting a replacement for the spot on the board being vacated by Trudy.

Nick will contact the MBLC to see how many libraries have foundations, and will try to obtain a sample of their charters.

Discussion was had on the roles of the Trustees and Foundation. We need to determine the role and responsibilities of each in relationship to each other. The state gives money to the Town which in turn gives that money to the Trustees to disburse. There is no mechanism for the Foundation to be involved. The Foundation is charged with raising , holding and investing privately raised funds. Mary Beth with speak with Pat Brissette, Foundation President, about a collaborative relationship. The Trustees would like to set up a bi-annual meeting with the Foundation in order to keep them up to speed.

Meeting adjourned at 9:30 p.m.

Next meeting will be Wednesday, February 13, 2002 at 7:00 p.m.

Minutes submitted by Cathy Richard.

NOTES

BOT meeting ~~Minutes~~ 1/9/01

Rosebery

7:05 all present 'cept L.R. millrd, ½ mi, on rt,

Angelo Treas, C12 Sec starting now

MSP minutes of 12/12/01

Definition + classification of Fdn vs BOT. who does what?
Role + respo of each. Policy + process of funds expenditures
What happens if resources cease? Bi-annual mtg? Qrtly?

→ Dig up Fdn papers esp charter. Also BOT Trustees.
Copy to MBL

→ MBLC: what libs have Fdns? How does the interface work?

→ Carol Swiss on whether the Tn ever approved the Fdn.

→ ~~Update~~ PT job descp

→ MBLC: growth of circ in minor libs - how much up

→ ~~get time of Pers Comm mtg~~

→ what is $ + % of rels + impact

→ marshall arguments of % profs to tax + culture?

→ Examine existing tn grades

Education

Budget MSP "BOT"

6:7

Tue Dec 18 2001

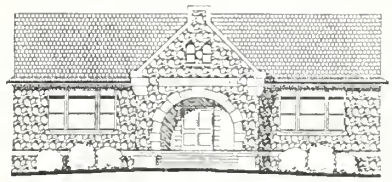
FOBES MEMORIAL LIBRARY
4 MAPLE ST
PO BOX 338
OAKHAM, MA 01068

28140000018848
CAROL A CARLSON
P O BOX 207
OAKHAM MA
01608

AUTHOR: Rogan, Barbara.
TITLE: Suspicion a novel
CALL NO: 0736647333
BARCODE: 37366000172975
STATUS: CHECK SHELVES
LOCATION: Boylston General
PICKUP AT: Holden Circ Desk

Please go pull this item from
the shelf and check in the item in Milcirc.
Place the item on the holdshelf
or sent to the requesting library.

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

To: Library Foundation members Jan 5, 2002
From: Nick
Re: Latest update on RECENT LIBRARY PROJECTS

So that we might not miss any good fundraising ideas, here's another seven libraries that have recently completed construction projects between July 1, 2000 and June 30, 2001.

Municipality	new or renovation	square feet	Project Cost	MBLC	Local Share	Gifts/ Grants	Phone
			($ in Millions)				
OPENED 7/1/2000 - 6/30/2001:							
Byfield	n	16,747	3.22	.98	1.93	299,559	n/a
Carlisle	r	11,900	2.38	.92	1.49	360,000	978-369-4898
Newburyport	r	38,325	8.05	2.20	4.45	1,400,000	978-465-4429
Norwood	r	24,820	4.09	1.09	2.80	200,000	781-769-0200
Quincy	r	78,000	16.67	3.59	12.15	920,000	617-376-1301
Rutland	n	16,625	3.09	.20	2.70	188,200	508-886-4108
Springfield (branch)	r	10,480	1.86	.15	1.35	367,807	413-236-6800*
For comparison:							
Boylston	r	11,771	3.97	1.65	to be raised		508-869-2371

*main #, ask for newest-opened branch

Thanks for your help.

cc: Board of Trustees

Agenda
Trustees of the Boylston Public Library
December 12, 2001

Call to Order
Distribution and Approval of Minutes of November 14, 2001
Treasurer's Report
Update on bills and payments to architects
Director's Report
Library:
Paula's vacation
Inventory of library records in vault
Pat Norton begins catalogue of video collection
FY 2003 budgeting begun
Printer now operational on director's office computer
Scanner ordered for Paula's computer to speed "holds" work
Newsletter to be prepared for January mailing
Building:
Met with architects on reference area details
Design Review Committee met on November 28
Old Business
Papers received from Jane Peck
New Business
ST on Fund-raising seminar
Presentation of draft FY 2003 budget
Sue Moore's Species Book for library
Adjournment
Attachments:
Bills and Payments to Richmond+French Design
Librarian's Report
Inventory of Library Records
Banner article
Centralities

Next Meeting: Wednesday, January 9, 2002!

MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS

Presents:

BASIC STEPS FOR SUCCESSFUL FUNDRAISING

For:

LIBRARIANS, TRUSTEES, & FRIENDS OF THE LIBRARY

SATURDAY, DECEMBER 8, 2001
10:00AM – 2:00PM

FRAMINGHAM PUBLIC LIBRARY
Costin Meeting Room

PRESENTED BY:
Rick Blain, Richard R. Blain & Associates, Consultants in Philanthropy

"Through a combination of lecture, discussion, and role-playing we will explore what motivates people to give, and how to effectively solicit support through personal (face-to-face) solicitation. This workshop will address common fears about asking for money, and will answer such questions as:

Who should solicit whom and when?
What do I say during the solicitation call/visit?
What if they don't say yes?

TO REGISTER:

Contact Sharon Zitser at the MA. Board of Library Commissioners:
Tel: 1-800-952-7403
Fax: 617-267-6273
E-mail: sharon.zitser@state.ma.us
Mail: MA. Board of Library Commissioners
648 Beacon Street
Boston, MA. 02215

FAX OR MAIL THIS FORM BY WEDNESDAY, DECEMBER 5, 2001

****

NAME:_____

ADDRESS:_____

TELEPHONE_____FAX_____

YOUR LIBRARY:_____

(* Coffee will be available at 9:30am. Please bring a lunch if you like.)

How would you like to receive your confirmation? (circle one)

MAIL **FAX**

Boylston Public Library
Trustee's Meeting December 12, 2001

Meeting called to order at 7:05 p.m. Members present: Angelo Scola, Marybeth Litofsky, Susan Therriault, Lettie Ridinger, Trudy MacNamee and Nick Langhart.

Secretary's report read and approved. Treasurer's report read and approved. Balance in checking account of $1,235.07. Check in the amount of $50.00 to be deposited to our checking account in honor of Nick's birthday.

Director's report read and discussed. Nick has done a tremendous amount of work in the vault inventoring records back to 1792!

Trudy MacNamee resigned from the Board due to an upcoming move to the Cape. Angelo Scola has volunteered to be Treasurer and Cathy Richard will be Secretary.

Board will meet with Finance Committee on February 7, 2002 at 8:00 p.m. re budget for fiscal year 2003. Budget increases have been kept to 2.5%. After much discussion board postponed approval of budget until Nick can see how salaries compare with similarly-sized towns and will request postponement to 1/9/2002.

Subcommittee for fund raising now consists of four people representing the trustees, foundation and friends. Susan attended a seminar in Framingham on 12/8/01 concerning developing a program for fund raising - individuals, corporations,etc. She found it to be a very enlightening four hours.

Sue Moore has requested a species book be housed at the library for residents to contribute living things they find in their backyards. Voted to have this nature notebook available here.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Trudy MacNamee, Secretary

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Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Trudy MacNamee
Trudy MacNamee, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

New Business

-An in-depth discussion was held re: the securing of funds for the library addition and renovation. The Board needs to develop a strategy for ways to obtain the needed additional funding if the grant is approved. The monies held by the Library Foundation and the various unrestricted trusts, are best to be saved for the furnishing of the library after the renovation, since this is not covered by the grant. Therefore, 55% of the total needed for the renovation will have to come from fundraising or the town. A question arose regarding if the money comes from the town, should an article for the May 2001 town meeting warrant be submitted for this. It was determined that the Board had inadequate information at this time to vote on this. It was decided that the Board will invite the Capital Program Committee to its next meeting as well as the Library Foundation Board, to discuss this issue.

-Mr. Langhart will contact Anita Hegarity in regards to setting up a meeting with the Capital Program Committee. Mr. Langhart will also ask Ms. Hegarity the process used for requesting money from the town for the renovation/addition. Ms. LaMantia-Litofsky will talk with David Butler (chair, Finance Committee) re: this also.

-Ms. Ridinger will contact the Foundation Board members and request they attend the next Board meeting with fundraising options.

-Another option for funding is the 'Eastwood' property , which apparently belongs to the library. Ms. LaMantia-Litofsky will draft a letter from the Board requesting that Phil Davis, a town citizen who works for Fletcher, Tilton and Whipple, do a title search on the property in question.

Meeting Adjourned at 9:00 pm

Next meeting will be Wednesday, February 14, 2001 at 7:00pm.

Minutes submitted by Mary Beth LaMantia-Litofsky

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

MINUTES
January 10, 2001

The meeting was called to order at 7:05pm.

Present: Trudy MacNamee, Cathy Richard, Angelo Scola, Susan Therriault (Chair), Letty Ridinger, Mary Beth LaMantia-Litofsky, Nick Langhart (Director)

December 13, 2000 Minutes.
-A motion was made by Ms. Richard, seconded by Mr. Scola, and unanimously approved by the Board to approve the minutes of the December 13, 2000 meeting.

Treasurer Report .
-Ms. MacNamee stated that a deposit was made to the checking account from a donation given in Nick Langhart's honor. The new balance in this account is $1623.04.
-Re: the Millbury Bank CD, Ms. Richard reported that she had spoken to Joan Banks and that the money originated from the checking account and when Ms. Banks was treasurer of the Board she opened a CD at the Millbury Bank with the extra money. It is a one-year CD that automatically renews every December.
-A motion was made by Mr. Scola, seconded by Ms. Richard and unanimously approved by the Board to approve the Treasurer's report.

Director's Report .
-Mr. Langhart stated that the Town Report for the Library (see copy attached to 1/10/01 agenda) was delivered January 8, 2001.
-The FY2002 budget was delivered to the Finance Committee on January 9, 2002 as approved at the 12/13/00 meeting, with one modification to the approved hour change for the assistant director (see copy attached to 1/10/01 agenda).
-Prior to the meeting, Mr. Langhart discussed with Anita Hegarity the budget in relationship to the grant. She suggested that the Board meet with the Capital Program Committee (Herb Cromin, chair) as an initial part of the process.
-The Library Design Review Committee had its last meeting December 15, 2000 and the final report is completed.
-The Construction Grant application is in the process of being completed for its January 18, 2001 due date. Two-thirds of the written narrative is complete and Mr. Langhart submitted it to Ms. Therriault for review. The graphs and charts component of the application are in the process of being completed with assistance from Jonathon Richmond (design architect).

Old Business
-The last bill from the architects, $6500, will be paid with the remaining $1800 from the State (balance will = 0), and $4700 from the Fuller Foundation ($7900 will remain from this grant). Mr. Langhart will check with Ann Larson (MBLC) to determine what, if any, restrictions there is on this money. Potential needs, as determined by the Board for the utilization of these funds include color rendered perspectives and a 3-D model of the proposed library.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

New Business

-An in-depth discussion was held re: the securing of funds for the library addition and renovation. The Board needs to develop a strategy for ways to obtain the needed additional funding if the grant is approved. The monies held by the Library Foundation and the various unrestricted trusts, are best to be saved for the furnishing of the library after the renovation, since this is not covered by the grant. Therefore, 55% of the total needed for the renovation will have to come from fundraising or the town. A question arose regarding if the money comes from the town, should an article for the May 2001 town meeting warrant be submitted for this. It was determined that the Board had inadequate information at this time to vote on this. It was decided that the Board will invite the Capital Program Committee to its next meeting as well as the Library Foundation Board, to discuss this issue.

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-Ms. Ridinger will contact the Foundation Board members and request they attend the next Board meeting with fundraising options.

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Meeting Adjourned at 9:00 pm

Next meeting will be Wednesday, February 14, 2001 at 7:00pm.

Minutes submitted by Mary Beth LaMantia-Litofsky

1/10 BOT mtg Notes

Post-grant: ON

Treasurer:

CD of 23,000 - Jon Banks says does extra ckg acct $, now in a CD. disscs dfc its investment

→ Rebecca Healey: e-mail & try

East Woods - Phil Davis, a lawyer (via Lyn Butler) ask him to help. [Fletcher Talent in Wimple]
send the East Woods property. Trustees to ask him to do, LB could help if free. Don't we need book + page?

Tn mtg — Now or later? Now: LR, TMcN

Caution:

Why do we need a library? NPR proj

[1800 holds]

Talk to AH on May Tn mtg. And to have CPC Here on 2/14

Local Fdns

LR will call Fdn to be at next mtg 2/14 -

GREATER MEDIA SERVICES, INC. -	radio and television program syndication and consulting
DIRECTORS:	Peter A. Bordes Anthony V. Marano Joseph L. Rosenmiller, Jr.
OFFICERS:	
Chairman of the Board	Joseph L. Rosenmiller, Jr.
President	Peter A. Bordes
Vice President	Frank Kabela
Treasurer	John W. Zielinski
Secretary	Thomas J. Milewski

Agenda

Trustees of the Boylston Public Library

December 13, 2000

Call to Order

Approval of Minutes of November 8, 2000

Treasurer's Report

Director's Report

Library:

Staff: page Tim Humphrey's last day, 11/18, Matt Cogswell began 11/28.
Foundation: annual appeal letters mailed out 12/6
Programs: Community Partnership pledges $3,000 for children's programs and materials for 2001.

Building:

3 Design Review Committee meetings:
Nov 10: structural eng visit report, dissc of shelving needs
Nov 20: smaller plans presented and discussed
visit of Anne Larsen, reviews plans, makes suggestions
Dec 1 : discussion of draft report, plan that will be costed.
Draft final report received from RFD Dec 8 with cost estimate
Summary of income and expenses for Planning & Design grant, attached
Grant application progress

Old Business:

Identification of funding sources used by other libraries
Trustees Handbook, Ch 8

New Business:

FY 2001 draft budget
Should we be closed on Saturday, Dec 23?

Attachments:

Librarian's Report
2001 budget draft
Centralities

Calendar of upcoming events:

Fri, Dec 15	Design Review Committee, 9:00 library
	Wal*Mart raffle drawing, 2:00 library
Sun, Dec 17	Holiday open house at Langhart's, 20 Newell Hill, Sterling
Mon, Dec 25	Christmas
Wed, Dec 27	Multi-cultural holiday program for kids, 3:00, Town House
Mon, Jan 1	New Years Day
Mon, Jan 8	Annual Report due to Town
" " "	FY 2001 budget due to Town
Wed, Jan 10	**Trustees Meeting, 7:00 Library**
Thur,Jan 18	MBLC construction grant application due, 4:00, Boston
Thur, Feb 8	**Trustees meet with Finance Committee, 8:00 Town Hall**

Next Meeting: January 10, 2001, 7:00

Boylston Public Library Board of Trustees
December 13, 2000

The meeting was called to order at 7:06 p.m.

Present: Marybeth Litofsky, Trudy MacNamee, Cathy Richard, Angelo Scola, Susan Therriault, and Nick Langhart, Director.

The minutes of the November 8th meeting were approved.

The Treasurer's report was approved. There were a few questions regard a certificate of deposit (CD) at the bank in Millbury and its original source. Nick agreed to research this donation in an effort to ascertain the original intent of the donation.

Director's Report:

Tim Humphrey's last day was November 18th; Tim had been a page at the library for a couple of years. Matt Cogswell, Tim's replacement, began on November 28th.

The Library Foundation's annual appeal letter was mailed out on December 6th. There has been good response to date.

Regarding library programs, the Community Partnership has pledged $3,000 for children's programs and materials for 2001.

With regard to the library building program, there have been three design review meetings since the November Trustees meeting. At the November 10th meeting, we received the structural engineers' report, which indicated that the building in general is in good shape, and discussed the shelving needs. At the November 20th meeting, plans to reduce the size of the addition were presented by the architects and were discussed. The building size had been reduced by about 10%. Anne Larsen from the MBLC attended the afternoon session of the design committee. She reviewed the plans and offered suggestions based upon her experience with building programs in small libraries across the state. At the December 1st meeting, there was a discussion of the draft report and the plan that would be costed. A draft of the final report was received from Richmond French Designs on December 8th with the cost estimate at approximately $2.8 million. Since the November meeting, the Board of Health had approved the septic plans.

Nick presented a summary of the income and expenses for the Planning and Design grant and he indicated that he is in the process of preparing the construction grant due to the MBLC on January 18th. We should know by the end of June as to whether or not we have received the construction grant.

The Calendar of Upcoming Events includes:

- Friday, December 15th – 9:00 a.m. Design Review Committee meeting; 2:00 p.m. WalMart raffle drawing
- Wednesday, December 27th – 3:00 p.m. – Multi-cultural holiday program for children
- Monday, January 8th – Annual report and FY2002 budget due to Town
- Wednesday, January 10th – next Trustees meeting
- Thursday, January 18th – MBLC construction grant application due
- Thursday, February 8th – meeting with Finance Committee to review budget request – 8:00 p.m. at the Town Hall

Old Business:

The Trustees had reviewed Chapter 8 (Fundraising) in the New Trustees Handbook. Each Trustee had contacted various area libraries regarding their fundraising efforts and each discussed potential sources for our library addition. Nick had investigated the Grant Resource Center at Worcester Public Library. Nick will be attending an orientation session on Tuesday, February 6th. It was noted that the Library Foundation has about $250,000 in funds targeted for the library building program. It was agreed that large sources of funding would be required to meet the cost of the building program.

There was some discussion of the property at Eastwoods, which is presumed to be owned by the library. It may be a source of funding for the addition. Marybeth agreed to pursue researching the possibilities with the Town.

New Business:

Nick presented a draft of the FY2002 budget. The total increase over FY2001 was 3.5%. After discussion of each line item, the Trustees approved the budget to be presented to the Finance Committee.

The Trustees voted to close the library on Saturday, December 23rd, for the Christmas holiday, and on Saturday, December 30th, for the New Year's holiday.

The meeting was adjourned at 8:45 p.m.

The next meeting will be held on Wednesday, January 10th, at 7:00 p.m.

Boylston Public Library Board of Trustees
December 13, 2000

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Dec Trustees Mtg Notes

12/13/00

CTO: 7:05 ST, AS, CR, TMac, MBL, NL

minutes Appr'd. the CD - some Fdn person wants it in Fdn accts. what's the source? Contact Tom Banks Dec 19 matures. Talk of Fdn vs Town-held accts. CR wants "us" to keep it. CR thinks it's from Chg acct in past.

Virginia Hawley, WPL 2/6 noon, grants ctr

Closed 2 Sess

Budget - ST: adding something for the future like "Teeh" in the past
me - calc PP on hours - carefully. [use on addt'l line]
Otherwise, OK. MSP on Budget

Old Business

MacN - not on my Carlisle { what about library bonds? - MBL
Margo - not yet contacted on this
ck w/ AH

MBL - Jane Weidman, Trustee, Princeton. Had to raise $100,000 only private donations or 1 fund raiser.

→ call AH floppy points on grant

CR - Jean Langly, Northboro. hasn't started, waiting for grant ok. don't want fund-raiser. - JL knows the points system, asks

ST - no on Millbury or Holden

LR - Hbout

Feb mtg for Trustees + Fdn together w/ Ackt for goals - setting session

Boylston Public Library

December 13, 2000

Planning and Design Grant

Income:	$20,000	State grant, August, 1999
Expenses:	2,000	Cheryl Bryan Consulting, Feb 1
	2,000	" " " Mar 14
	500	" " " June 6
	500	" " " Oct 10
	6,700	Richmond+French Design (includes $200, Ross Eng) Oct 24
	6,500	" " " Nov 21
	18,200	Expended from State grant
	1,800	balance of State funds
Income:	$20,000	Fuller Fdn match, May, 1999
Expenses:	7,400	Richmond+French (includes $900, Ross Eng) Dec 1
	12,600	balance of Fuller funds, Dec 13,'00
	6,500	anticipated R+FD last bill
	6,100	balance

Not encumbered:	$1,800	State
	6,100	Fuller
	7,900	

PMSNSNSN

Agenda

Trustees of the Boylston Public Library

November 8, 2000

Call to Order

Approval of Minutes of October 11, 2000

Treasurer's Report

Director's Report

Library:

Annual state aid report prepared, signed, mailed 10/27

Report of Town department heads meeting, 11/1

New Trustee Handbook from MBLC

Still seeking page

Building:

Two design review committee meetings:

10/13: Discussion of library lands. 4 new plans reviewed
10/17: Visit of Mech, Elect, Plumbing engineer
10/27: Sprinkler capacity OK'd. Exteriors considered
Visit of Structural engineer
Adult shelving needs reviewed, childrens under review

11/8: Construction grant application workshop, app due 1/18/01

Old Business:

New Business:

Need to begin identification of funding sources

Consider state grant program for automation of small libraries, due 11/15

Attachments:

Librarian's Report
'Boylston Public Library holds informational session', Banner, Oct 12

Centralities, November

Calendar of upcoming events:

Fri, 11/10	Design Review Committee, 9:00am
Sat, 11/11	Library closed, 'BakeOff' for cookbook, elem school
Mon, 11/20	MBLC site visit with architects, 1:00pm
Thur 11/23	Library closed, Thanksgiving
Fri. 11/24	Design Review Committee, last meeting
Wed. 12/13	BOARD MEETING, 7:00

SCHEDULE OF RATES
AVAILABLE UPON REQUEST

METER READING		DEMAND	MULTIPLIER	UNITS USED KWH	CODE	AMOUNT
PRESENT	PREVIOUS					

Library Expenses
01 610 5780

ACCOUNT NO

PLEASE PAY THIS AMOUNT

DATE	SERVICE	
	FROM	TO

24 HOUR PHONE NUMBER: 869-6564

SERVICE LOCATION

PLEASE MAKE CHECKS PAYABLE TO: BOYLSTON MUNICIPAL LIGHT DEPT
ALL BILLS ARE DUE WHEN RENDERED

Boylston Municipal
Light Department
P.O. Box 753
Boylston, MA 01505

IMPORTANT

PLEASE RETURN THIS
STUB WITH PAYMENT

ACCOUNT NO

NAME

DATE

AMOUNT PAID

$114.03

RETURN TO: P.O. BOX 753

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
November 8, 2000

The meeting was called to order at 7:08 p.m.

Present: Marybeth Litofsky, Trudy MacNamee, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault, and Nick Langhart, Director.

The minutes of the October 11 meeting were approved. The Treasurer's report was approved.

Nick has completed and mailed the state aid report.

Nick attended the Town department heads meeting November 1. The new town accountant was introduced.

Each Trustee received the new Trustee Handbook from the MBLC. Please read and be prepared to discuss Chapter 8 (Fundraising) at the December Trustees meeting.

Letty reports the Friends Cookbook will be available for purchase at the Cook Off which is to be held at the elementary school November 11. The cost is $10.00.

The library design review committee met two times this month. Mechanical, electrical and plumbing inspections were performed. The water pressure is sufficient to sustain a sprinkler system. Four new design plans were reviewed, and some ideas for exterior treatment were considered.

In reviewing space needs it was determined that the amount of shelving needed for adult books may have been overestimated. Richmond/French will advise if total square footage of the library needs to be revised downward.

Cathy will speak to Margot Richardson regarding the whereabouts of Library owned lands in the East Woods section of Boylston.

Nick attended a construction grant application workshop at the Pelham library today. The application is due January 18.

We need to begin identifying funding sources. Each of the Trustees will contact directors of libraries which have recently renovated or completed an addition, and ascertain what funding mechanisms they used.

Cathy will speak to the Community Relations Director at Allmerica Financial to see if they offer grants to nonprofits in their area.

The meeting was adjourned at 8:40 p.m.

The next meeting will be Wednesday, December 13 at 7:00 p.m.

~~9 / 17 42 / 9833~~

BOT 11/8 Notes

CTO: 7:08 all here minutes. Treasurer, 2 cks, 1,300.00

Director: Page - add info on available services ←

Trustee handbook. lets do one topic / mtg + Start w/ Budget

→ for Dec, Chap 7 / Fundraising, Ch 8

Ken Sedo - old maps. Behind Pendell circle, Green ST, etc

Betty Seymour did some research - Margo will be asked by CR

→ Renewers for grant: AS, ST

→ Jean has digital camera. Info?

Tina Bilenchan.

→ Diskette for the actual app - ask AL.

New Business: the Funding Plan. Contact Fdn

→ Put on Dec BOT agenda. what businesses are available

Cypress Keys. Frito Lay. Fdns. Fiesta Fashion Shows.

Chain Businesses Bill Gates Fdn also list of fundraisers

→ Call AL on using left-over $ from P+D for a fund raising consultant

→ WPL - how did they do it? Also W. Boyd. Northbrook. CR

Any side Winchester JF Princeton MBL Carlisle. Tvac Hillsboro ST

5:40

Sent 10/17/00

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM
2000 - 2001 CONSTRUCTION WORKSHOPS

Four half-day workshops have been planned to assist you in completing your construction grant application. You may attend whichever workshop is most convenient. Each applicant library may bring along more than one person, but it is strongly advised that the person who is actually going to write the grant proposal attend the workshop.

CONSTRUCTION WORKSHOPS - GENERAL PROJECTS, INCLUDING REIMBURSEMENTS

Thursday, November 2	Pembroke Public Library
Wednesday, November 8	Pelham Public Library
Tuesday, November 14	Millbury Public Library
Thursday, November 16	Tewksbury Public Library

All workshops start at 10:00 A.M. (Coffee at 9:45) and will end by 1:00 P.M. Directions to all locations are enclosed. For extreme weather cancellation information, call 1-800-952-7403 or (617)267-9400 after 7:30 A.M.

Please complete the bottom of this sheet and return by Tuesday, October 31 to: Rachel Devin at FAX (617)421-9833 or by mail at 648 Beacon Street, Boston, MA 02215.

Name: Nick Langhart Library Boylston Public Town Boylston, MA

I will attend the following workshop (circle one):

Pembroke	11/2/00	Pelham	11/8/00
Millbury	11/14/00	Tewksbury	11/16/00

The total number of people attending will be 1.

Print or type names Nick Langhart _____

_____ _____

Agenda

Trustees of the Boylston Public Library

October 11, 2000

Call to Order

Approval of Minutes of September 13, 2000

Treasurer's Report

Director's Report

Library:

- Revision of 'Town-treasurer held accounts'
- State Aid Report due October 27
- Paul O'Conner upgrades 2nd computer
- Wal-Mart raffle has begun

Building:

- Two design review committee meetings:
  - Results of perc tests
  - Three additional floorplans presented
- Reception on October 1, Consultant's contract concluded
- MBLC 'Letter of Intent' submitted, see 'Action Plan 2002'
- Proposal for additional coverage hours for Pricilla O'Conner during grant-writing: c.$400.00

Attachments:

- Librarian's report
- Minutes of September 13
- Town treasurer-held accounts-revised
- Action Plan update for 2002
- 'Library inches toward renovation', **Banner,** Sept 28
- 'Libraries in dire need', **Boston Globe West**, Oct 1
- Centralities, September, October

Next Meeting: November **8, 2000, 7:00**

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
October 11, 2000

The meeting was called to order at 7:05 p.m.

Present: Marybeth Litofsky, Trudy MacNamee, Cathy Richard, Letty Ridinger, Angelo Scola, and Nick Langhart, Director.

The minutes of the September 13 meeting were approved. The Treasurer's report was approved.

Nick presented a revised version of the summary of Town Treasurer held library accounts. A differentiation was made between donor-restricted and unrestricted accounts.

The state aid report is due October 27. Nick and Paula are working on that.

Paul O'Connor, our page Priscilla O'Connor's son, has upgraded the PC in the childrens room. We are waiting for CWMARS to do some final tweeking.

Raffle tickets for the Wal-Mart raffle were made available for the Trustees to sell. Tickets are 7/$5.00 or 15/$10.00. There are ten great prizes. Drawing will take place December 15. All proceeds will go to the Boylston Public Library Foundation, Inc.

Letty reports the Friends Cookbook is almost ready for distribution.

The library design review committee has met two times. The north side of library passed its perc test. That is where the leaching field for the septic system will be. Richmond/French presented three additional floorplans to the design review committee.

We have concluded our contract with Cheryl Bryan, library consultant. Nick has submitted her final bill for payment.

Nick has submitted a letter of intent to the MBLC. He has also completed a new Action Plan for the year 2002 which will be on file with the MBLC. This updated version of the Action Plan needs to be on file in order for us to apply for state library renovation and construction funds.

Nick has asked that we approve additional hours for page Priscilla O'Connor during the time he will be writing the grant. We felt that was a good idea, and would free up time for Nick.

The meeting was adjourned at 8:11 p.m.

The next meeting will be Wednesday, November 9 at 7:00 p.m.

BOT 10/11

7:05 CTO

Approval of Minutes of Sept 13, 2000

Treas Report pd babysitters by Oct 1

Dir Rpt

Bill Murphy, elect

Lib -

Eval of Dir should do by ST

Proj

Prisc &

How many hours can Pledge work as Temporary Coverage

Concession to spend $400.00 be same below that benefits level

Trin: ck ways to promote - no school mgmt

Adj 8:15

Calendar:

REMINDER

ALL CD'S VIDEOS AND AUDIOS ARE TO BE LEFT IN THIS BOX.

ALL BOOKS ARE TO BE DEPOSITED IN THE BLUE BOX AT THE BOTTOM OF THE STAIRS.

Agenda

Trustees of the Boylston Public Library

September 13, 2000

Call to Order

Approval of Minutes of July 5, 2000

Treasurer's Report

Director's Report

Library:

State-mandated survey of collection holdings, circulation, staff and facilities completed Sept 1.

State-mandated report of finances, support, spending on material, gifts, etc, due Oct 27.

Early library records retrieved from vault re: restrictions on trust funds.

Friends are preparing a cook book as fund raiser.

See attachments, below.

Building:

Architect's contract ready to sign.

2 design review committee meetings: soil survey undertaken, seven conceptual plans presented.

MBLC 'Letter of Intent' due Oct 3; const grant deadline, Jan, 2001.

Old Business

Planning the October 1 event with Cheryl Bryan.

Attachments

Librarian's report
Meeting notice posting
Town treasurer-held accounts for the library
7 spatial concepts from RFD
Fall newsletter
Centralities
Page vacancy announcement
'Emerging Role of E-books', Library Journal, 8/00

Boylston Public Library Board of Trustees

September 13, 2000

The meeting was called to order at 7:04pm at the library.

Present: Chair Susan Therriault, Angelo Scola, Trudy MacNamee, Letty Ridinger, Mary Beth Litofsky and Nick Langhart, Director.

The minutes of July 5 were approved.

The treasurer's report was approved. The invoice for the treasurer's bonding fee, $80.00, was referred to Nick for payment. The trustees' checking account at Fleet Bank stands at $1,389. A CD renewal notice was sent to Trudy from the Millbury Credit Union. No action was taken. The handout on Town Treasurer-held accounts for the library listing the Trust Funds $62,265.00; State aid account, $10,325.39; and the Planning & Design grant, $38,000.00 was discussed.

Nick reported that the Friends have prepared a cookbook of nearly 500 recipes, to be returned from the publisher November 11, 500 copies to sell for $10.00 each. 130 people submitted recipes. A 'cookoff' will be held in November to initiate sales.

Nick reported on fall children's programs being planned as well as the progress of the design review committee, held alternate Fridays with the architects. 7 conceptual layouts are being reviewed. (copies distributed)

The October 1 reception was discussed: plans were made for a post card mailing to all elected and appointed officials (54 sent out 9/19) a flyer made for circulating books, posters for the library and post office, notices to be placed with the Banner and on cable TV and in church bulletins. Paula Peterson will be asked to serve as baby-sitter with another adult, and Friends will be asked to arrange for refreshments. The architects will be asked to come and present alternative conceptual plans. The schedule will be: 2:30-3:00, gathering and informal tours; 3:00-3:15, introductions by the chair, discussion of the needs survey and why expansion is needed by Mary Beth; 3:15-3:30, discussion of the planning process by Susan Therriault; 3:30-4:00, introduction of the architects by Angelo Scola and RFD's discussion of alternative plans with questions; 4:00-4:30, discussion of library needs and standards projected for 20 years that are included in the library program by Cheryl Bryan. RFD will be asked for graphics for viewing on an easel. Further details will be discussed at design review committee meetings, including informing Cheryl Bryan of decisions made relative to the building program up to now.

There was no new business.

The meeting was adjourned at 8:40pm.

Respectfully submitted,

Nick Langhart

Nick Langhart for Cathy Richard, Secretary

Trustee Notes: Sept mtg

9/26 mtg
10/17 closes
11/14
12/5

CTO Order 7.04
mtg Agenda
→ Trees — pay $80 for TMCC Banking — $1,389.+Fleet chg Trustees
Director
— the 5,000 CD is link to Trustees
— Millbury CU 22,000 CD

AIRS
State Hist Appr
Cookbook Nov 11, $10.00, 1000 copies 500 470 recipes Nov cook-off to start selling
130 submitters

[NO 10/11/00 for ST]

CR activities

on Oct 1: Easle for dwg of presentation plan
discuss alternatives designs
walk thru the process - or circulation of a new bldg
"why we did this" - enable us to help the public visualize
making the case for why to build 2:30 - 3:00 reception Agenda
3:00 - 4:00 presentations by Trustees, RFD
4:00 - 4:15 Bryon presents

Bower
Cobleigh
Hist Soc?
Friends, Educ + Needs

get CR ready for Kids, sitting pd by Trustees Friends pay for PP on 10/1 + another from Comm

Send out appt + elected
Annual Rpt
ask AH about or ready list
use a PC y
a sticky messg
ready tables
ask Friends
use lib PC.
make a Poster

VIP - list fast
ask RFD to come
Get the mtg rm issues settled - c. 50
Tell CB's of changes to bio doc
refreshments - maybe Friends paper goods
porch cabbie
booking (2nd set up)

Heather Swanson - VP @ Leahy

also a ½ pg Flyer by ST
for circulation

Check bulletins. the P.O. a poster

Adj: 8:40

Survey of 98 Needs
overview of "why"

ST duties
MBL — 3 - 3:15 Proposed plan
ST — 3:15 - 3:30 Public Input
CB — Trustees on Process

DS intro of exhibits 3:30 - 4:00 Presentation plan
4:00 - CB on library Stds ½ Boylston Needs

Graphics for the Event

Despite short legs, we armadillos move relatively quickly, and with our strong feet and thick claws we can burrow with considerable speed. Our flesh is palatable and is sometimes used for human food (AHH! This is a good reason to become a vegetarian! ...Save the 'Dillos!) Fossil remains of gigantic extinct armadillos, notably the Glyptodonts, have been found in the Pleistocene rock strata of South America. The survival of several species, including the giant and the three-banded armadillos, is now in doubt because of hunting and encroachment on habitat (again... SAVE the 'DILLOS!)

AREN'T THEY CUTE????!!!! These are a few of the little ones of my neighbors down the street. We armadillos are really unusal in our way of having kids. Although breeding occurs in July, the embryo remains in a dormant state until November. Four little babies are born in a burrow in March. All four of them, always of the same sex, are identical quadruplets and developed from the same egg. They even share a single placenta while in the womb. Armadillos are the only mammals in which multiple young form from a single egg with any regularity. Wow, huh?

Armadillo Jokes

(Feel free to tell me some more)

Q: Why did the chicken cross the road?
A: To show the armadillo that it could be done.

Q: How many [your favorite group to slander] does it take to eat an armadillo?
A: Three: one to eat it, and two to watch for cars.

Other Things that Infringe on the Armadillo's Trademark

The Armadillo Lizard

This is little lizard, about 10 inches long, that rolls on its back and tucks its tail in its mouth when things get tough. It has hard scales and spines on its head and tail, so the idea is that it resembles an armadillo. Shaw, right....

The families Armadillididae and Armadillidae

Now, you would think that these scientific classifications would refer to armadillos. But no, they

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

The Fall, 2000 Meeting Schedule is as Follows:

Board of Trustees

Will meet monthly at 7:00pm every 2nd Wednesday at the Library
September 13, October 11, November 8, December 13.

Library Foundation

Will next meet at 7:00pm, Thursday September 21, at the Library

Friends of the Library

Will meet monthly at 9:15am every 1st Thursday at the Library
September 14, October 5, November 2, December 7.

Design Review Committee

Will meet alternate Fridays at 9:00am at the Library
September 1, 15, 29; October 13, 27, and November 10.

Agenda

Trustees of the Boylston Public Library

July 5, 2000

Call to Order

Approval of Minutes of May 3 and June 7, 2000

Treasurer's Report

Director's Report

Library:
- Thank-you sent to First Church for Variety Show benefit
- Banner article on funding needs
- Raffle offer from Walmart
- MBLC video: "Telling our Stories", please borrow

Building Program:
- Designer Selection Committee met 4 times, minutes available
- DSC recommends Richmond, French Designs; J. Stewart Roberts second choice
- Space available on Gough House program

Old Business

Election of Officers for FY 2001

New Business

Appointment of architectural firm for design phase

Choose committee to negotiate architect's contract

Choose committee to review architect's designs, July-Nov

Set next meeting date

Boylston Public Library Board of Trustees
July 5, 2000

The meeting was called to order at 7:04pm at the library.

Present: Chair Susan Therriault, Angelo Scola, Cathy Richard, Trudy MacNamee, Letty Ridinger, Mary Beth Litofsky and Nick Langhart, Director

The minutes of the meetings of May 3 and June 7 were approved.

The Treasurer's report was approved.

The final librarian's report of FY 2000 was distributed. Trustees asked for an accounting of the funds held by the Town in the state aid account and in the Library Trust funds some of which were established many years ago and may have been restricted by donors, although no early documents have been found. Anita Hegarty will be contacted to see if there may be a way to access these accounts, perhaps with the help of the Town attorney.

Nick read a note from Anita Hegarty that Delmar Sherrill, manager of the West Boylston Walmart store, is offering to donate items for a raffle as a fund raiser for the library expansion, if we'll organize it, make and sell tickets, etc. Sherrill will be contacted as to schedule, items, etc. Fall was considered best. Funds to go to the Foundation and the Friends will be asked to manage the raffle. Letty Ridinger asked to be kept informed. The suggestion was made to publicize this as a message on the electric bills.

Through Mary Beth Litofsky, the library has been offered a full page ($5\frac{1}{2}$x$8\frac{1}{4}$") ad in the Gough House Gala program. (The fund raiser is scheduled for Friday, August 25 at Tower Hill for the benefit of the Gough House restoration project). We'll use this space to promote a presentation on the need for library expansion featuring Cheryl Bryan and the library building program. Mary Beth will prepare the page. After much discussion, it was decided to 1) set the date on a Sunday, 2-3pm Sept 10, 24 or Oct 1 whichever is best for Cheryl, 2) Nick will contact Cheryl for ideas and date, 3) host at the library and serve refreshments, 4) issue special invitations to all directly concerned, ie, town officials, Foundation and Friends members, school board, historical society and commission, neighbors, etc. and also make it open to the public, 5) this will be an informational meeting by the trustees principally, to convey the library's needs and future plans to the community using Cheryl as an outside expert consultant, 6) that we promote this event in the September library newsletter, the Banner, local cable TV, electric bill message and the Gough House program booklet.

Old Business

The election of officers for FY 2001, differed from June for a lack of a quorum, was held. Unanimously elected were: **Chair**, Susan Therriault; **Vice chair**, Angelo Scola; **Secretary**, Cathy Richard (each trustee will cover 2 meetings during the year); **Treasurer**, Gertrude MacNamee.

New Business

Susan Therriault reported on the five meetings of the Designer Selection Committee which considered proposals from 9 architects and conducted interviews with 4, visited several new library additions designed by candidate firms and is recommending Richmond, French Designs with J. Stewart Roberts as second choice if a contract can't be successfully negotiated with Richmond, French Designs.

> It was moved, seconded and passed unanimously that Richmond, French Designs be awarded the contract for preliminary design work for the renovation and expansion of the Boylston Public Library as defined if the Request For Qualifications dated April 7, 2000, and in the case that a contract cannot be successfully negotiated, that negotiations be undertaked with J. Stewart Roberts Associates, Inc.

The Board then appointed the following as a committee to negotiate a contract for design services not to exceed $30,000.00: Angelo Scola, Anita Hegarty, Cal Hastings (or another designated by him) and Nick Langhart. Nick will seek the advice of Anne Larsen of the MBLC regarding contract clauses to safeguard the library.

The Board then appointed the following as a committee to meet periodically with the architect to review plans as designs are developed through November: Angelo Scola, Susan Therriault, Mary Beth Litofsky, Pat Brisette, Lynn Butler (or Caryl Baird) and Nick Langhart. Bi-monthly meetings, perhaps Friday mornings, were suggested.

Meeting Date

It was moved, seconded and passed to change the regular meeting date from the first to the second Wednesday of each month beginning in September (no regular meeting in August). The next meeting will be **Wednesday, September 13, 2000, 7:00** at the library. Nick will have the new dates posted with the Town.

The meeting was adjourned at 9:06pm.

Respectfully submitted,

Nick Langhart

Nick Langhart for Cathy Richard

BOT 7/5/00 Meeting Notes

Called to Order 7:04

Present: AS, ST, LR, CR, TMcN, MBL *

MSP to appoint 2 members
Tues 9pt - all the same MSP
(Items in "Pat Report" in order)

Delmar Stemill

* RAFFLE OFFER FROM Walmart - yes, in the Fall

Call Walmart on items + timetable - put on calendar bill use L Ridinger
How's Faito log involved?

→ Google Home Program space:
Friday Aug 25th gate at Tower Hill 4-75 ea/couple
Attend. Teenage + Parenthood - donated to music b
for Gough. we can have ½ page (one page page) to add
the CB presentation of LBP doc. we need
to set a time for CB. MBL will do the add
if NL gets date for CB could then B. thereon of BHS

→ Event: at 4:30. refreshments. Try CB on Sunday in Sept
Ask CB for ideas. 9/10-17 st Mary's. Not Labor Day 9/4-5
9/10, 24 or 10/1 - is Sunday a good day?
We all have parts. Finds + Educ. Set stage for Archt purposes
We'll ask for input. → maybe we do the Sept mtg as "involvement"
+ use CB w/ architects in Nov. Discuss of the '87 effort.

* Restricted funds -
AS: get in Council to
come + some agents
- Sept mtg - Fall
All now - we need
Englehart, in Aug?

Subj: **A word by a friend of ours. For your edification. Enjoy.**
Date: 5/17/00 11:34:48 AM Central Daylight Time
From: Marbilsog7
To: Langharts2

Learning to Hear God's Voice (highlights mine.)

The man who enters by the gate is the shepherd of his sheep . . . and THE SHEEP LISTEN TO HIS VOICE. He calls his own sheep by name and leads them out. When he has brought out all his own, he goes on ahead of them, and his sheep follow him because THEY KNOW HIS VOICE. But they will never follow a stranger, in fact, they will run away from him because THEY DO NOT RECOGNIZE A STRANGERS VOICE. I have other sheep that are not of this flock I must bring them also. THEY TOO WILL LISTEN TO MY VOICE, and there shall be one flock and one shepherd." (John 10:1ff).

This parable concerns the ability of sheep to faithfully follow their own shepherd. The sheep comply with the shepherd solely on the basis of KNOWING HIS VOICE. Such behavior clearly demonstrates that they are not mere "simpletons," as they are so often pictured. The fact is they are so discerning of the shepherd's voice that a stranger USING THE SAME WORDS can not lead them astray. NOTICE: They have learned to follow THE VOICE and not THE WORDS of the shepherd.

DOES NOT VOICE RECOGNITION COME AUTOMATICALLY!
The ability to ascertain the true shepherd, solely by his voice, does not come AUTOMATICALLY. It is not an inherent capability because someone is "a sheep by Birth." However, through FELLOWSHIP and DISCIPLINE sheep become conditioned to listen for the voice of the true shepherd.

Jesus used this illustration concerning sheep because He recognized THE NEED FOR LEARNING HOW TO HEAR in the lives of all those he called to follow Him. Luke's record of the Good News makes mankind's need for discipline in the area of hearing evident for all to see. In the Gospel of Luke Jesus admonished his disciples saying, "PAY ATTENTION HOW YOU HEAR!" In the Gospel according to Mark, Jesus again warns his disciples to "TAKE HEED WHAT YOU HEAR." (Lu 8:18; Mr 424).

HOW MANY WAYS CAN A PERSON HEAR?
In a previous writing entitled "The Most Important Parable," we dealt with the subject of hearing. It was through "The Parable of the Sower" that we recognized the possibility of receiving what we hear into any of four distinct areas of the human intellect. The first area of reception is the well-traveled "wayside of dogma." The second area is "the shallow stony halfheartedness of religiosity." The third area of hearing is "the weed infested entanglements of double-mindedness." Then finally the area of hearing referred to as "the good rich soil of genuine response." Due to the possibility of receiving God's word incorrectly it becomes necessary for us to be cautious of WHAT WE LISTEN TO, as well as, **HOW** WE LISTEN to a thing. This is so we do not suffer loss of the life and fruitfulness of the word.

IS THERE AN EXAMPLE OF HOW TO HEAR?
In the book of Acts we encounter a people set forth as an example of how to receive the declaration of the Good News of Christ. It is here that we discover the writer considered the people in Berea to be MORE NOBLE than those of Thessalonica. This was because they received the word with ALL READINESS and WILLINGNESS OF MIND, examining the scripture DAILY, with a positive view, expecting to prove what they had heard to be true. Likewise we must learn HOW TO LISTEN with an open, yielded, and genuinely responsive frame of mind. (Acts 17:11).

HOW MANY VOICES CAN THERE POSSIBLY BE?
In this present day there are MANY KINDS OF VOICES in the world, as well as in the Church. None of these voices are without significance for they all have a message. (1 Cor. 14:10). The following is a list of a few voices spoken of in the Scripture. First, we find the voice of the Lord God and of His excellency. Then we see the voice

BoT -2-

An information meeting. Sept - mid Sept, the newsletter should feature it centrally. ST - not sure we need to go on of CBS - Course it's ours. maybe not we have as role feature, more so. Trustees to present at CBS as consultant - BoT: Lib needs, future plans. needs maybe a invitational for stakeholders? Need open invitation more. of special invite list carefully considered. For Gobb program: 2-3pm will discuss bldgs needs survey. Date, time/lib. Adv: Email, w ISAC-TV, Newsletter, Web Pg. Also key people invite list. (JStheriault@aol.com)

Elect of Officers - Chair - ST
V. Chair AS
Sec - CR on rotation (2/yr) MSP 8zz Unanimous
Treas - T. MacN

APPOINTMENT OF ARCHITECT
9 firms to 4 who got intv, then last fue, record RFD. Substance of the choice of DSR was stand of LR+CR. Motion for RFD w/ JSR as backup - MSP -

CONTRACT NEGOTIATION:
AS on Carter, AH, too. Cal Hastings re his record, INL.

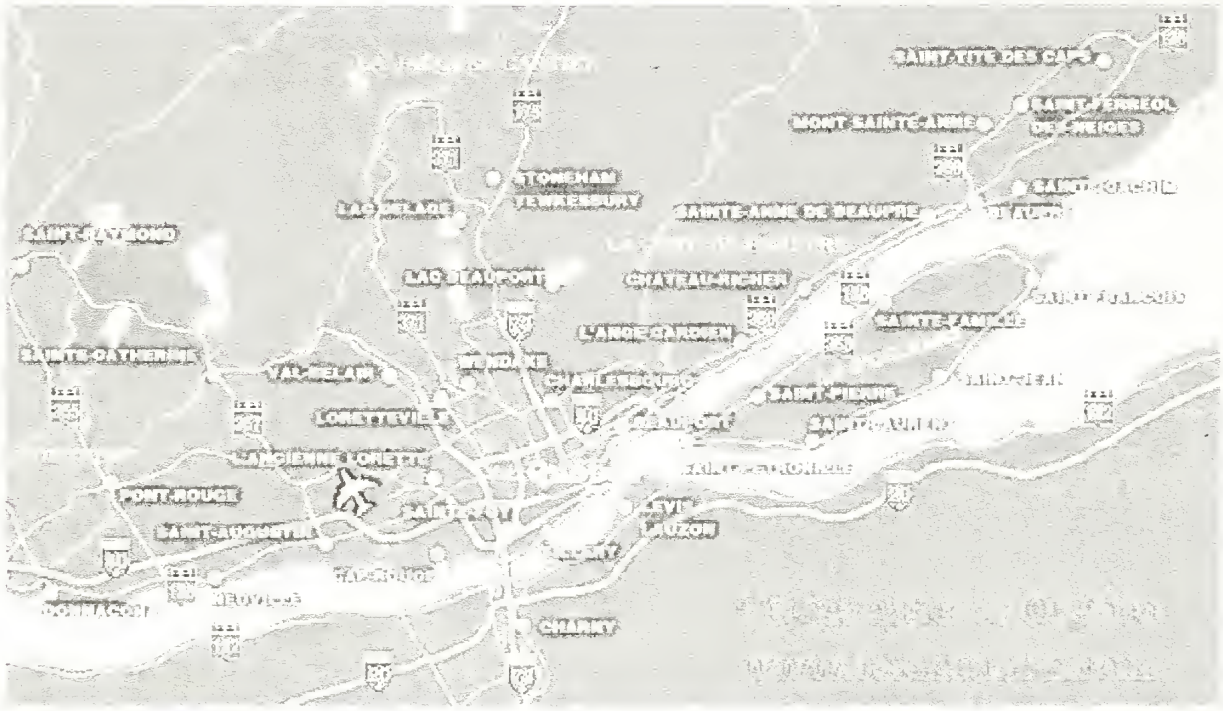
PLAN REVIEW COMM:
Oct the review of plans AS, ST, CR Pat B, MBL, NL, Jan Rubin, (or Caryl B) Fridays bi-wkly?

MEETING DATE
— New reg BoT 2nd wed starting in Sept (Sept 13) MSP (POSTING)

P

NO GOVERNMENT
9:06 Adj (RL, - 7/8 to 7/24 - out re contract

Summary : Télégraphe



Region Quarters DownTown Vieux-Québec Montcalm

>>> Online Maps by MapQuest - Quebec City <<<

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Télégraphe de Québec
www.telegraphe.com
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Lycos RECHERCHE

Agenda

Trustees of the Boylston Public Library

June 7, 2000

Call to Order

Minutes of May 3, 2000

Treasurer's Report

Director's Report

Library:

Welcome to Mary Beth Litofsky
Thank you to Susan Therriault for speaking at Town Meeting
Thanks to all involved in the Boylston Variety Show and
Friends Book Sale, especially Letty Ridinger and Carol Swiss
Second computer port and hub and router installed 5/12, not finished.
Thanks to Peter Wilcox for offer to repair chairs.

Building Program:

Building Program final draft arrived May 22.
Architect's briefing held May 5.
Designer Selection Committee met June 5 and chose 4 firms to interview.
Architect interviews are: Monday, 6/19, 7:00 Butler Bennett Assoc;
8:00, J. Stewart Roberts; Tuesday, 6/20, 7:00 Richmond, French Designs;
8:00, The MacPherson Partnership.

Old Business

New Business

Set date and format for public presentation of Building Program with Cheryl Bryan.
Set date to approve DSC's choice of architectural firm.
Election of Officers for FY 2001

Next Meeting:

Boylston Public Library

Minutes of Meeting of the Board of Trustees, June 7, 2000

The meeting was called to order at 7:10pm at the Library.

Present: Susan Therriault, chair, Gertrude MacNamee, treasurer, Mary Beth Litofsky, Nick Langhart, Director.
Absent: Angelo Scola, Cathy Richard, secretary, Letty Ridinger.

The minutes of May 3 were presented, but no quorum being present, no vote was taken.

The treasurer reported no activity in the account in May.

Susan Therriault introduced Mary Beth Litofsky as new trustee appointed May 31 to fill the unexpired term of Helen Madore. She was given Helen's trustee file.

Nick also welcomed Mary Beth and thanked Susan and Trudy for speaking on behalf of the library's Article 41 at Town Meeting May 8 and to Trudy and Judy for their participation in the Boylston Variety Show sponsored by the First Congregational Church on May 27. (The church has been formally thanked for the proceeds of this benefit by letter). The Friends booksale on May 29 was a success, generating about $1200 and all remaining books were promptly removed. We thank Letty for tending the raffle ticket sales table and Carol Swiss, among others, for long hours of selling. Meetings of the Friends will resume in the fall.

Paula will be on vacation June 9 to the 18th.

Nick reported he'd completed the'Administration' course, one of 4 required of non-MLS directors, May 4 and 31. A disaster-preparedness workshop was held at the Beaman Library by MBLC on May 31. Many good resources were distributed.

Tim Humphrey, junior page, will be leaving in July; we are seeking a replacement.

CW/Mars and Datacom have installed the hub, router and frame relay necessary for our second computer port but not all is completed. A new flag, roping, etc was installed May 12 by the light department cherry-picker.

Peter Wilcox volunteered to repair our maple armchairs.

The final draft of the Library Building Program was received May 25. Cheryl Bryan is committed to a public presentation to complete her contract. MBL will talk to Nel Lazour about Gough event.

Nine architects representing seven firms toured the library on May 5, were briefed,took photos, took copies of the executive summary of the Building Program and floor plans. Nine proposals were received and distributed to the Designer Selection Committee May 22 with evaluation sheets for each. The DSC met June 5, discussed each and selected four for interview: Monday, June 19, 7:00, Butler Bennett Architects; 8:00, J.Stewart Roberts Associates, Tuesday, June 20, 7:00, Richmond,French Designs: 8:00, MacPherson Partnership. (Trustees: Come if you can and hear these presentations.)

The Trustees will meet Wednesday, July 5 to approve DSC's architect choice and to elect officers.

Respectfully submitted,

NLK

Nick Langhart for Cathy Richard, Sec.

Boylston Public Library

Minutes of Meeting of the Board of Trustees, June 7, 2000

The meeting was called to order at 7:10pm at the Library.

Present: Susan Therriault, chair, Gertrude MacNamee, treasurer, Mary Beth Litofsky, Nick Langhart, Director.
Absent: Angelo Scola, Cathy Richard, secretary, Letty Ridinger.

The minutes of May 3 were presented, but no quorum being present, no vote was taken.

The treasurer reported no activity in the account in May.

Susan Therriault introduced Mary Beth Litofsky as new trustee appointed May 31 to fill the unexpired term of Helen Madore. She was given Helen's trustee file.

Nick also welcomed Mary Beth and thanked Susan and Trudy for speaking on behalf of the library's Article 41 at Town Meeting May 8 and to Trudy and Judy for their participation in the Boylston Variety Show sponsored by the First Congregational Church on May 27. (The church has been formally thanked for the proceeds of this benefit by letter). The Friends booksale on May 29 was a success, generating about $1200 and all remaining books were promptly removed. We thank Letty for tending the raffle ticket sales table and Carol Swiss, among others, for long hours of selling. Meetings of the Friends will resume in the fall.

Paula will be on vacation June 9 to the 18th.

Nick reported he'd completed the'Administration' course, one of 4 required of non-MLS directors, May 4 and 31. A disaster-preparedness workshop was held at the Beaman Library by MBLC on May 31. Many good resources were distributed.

Tim Humphrey, junior page, will be leaving in July; we are seeking a replacement.

CW/Mars and Datacom have installed the hub, router and frame relay necessary for our second computer port but not all is completed. A new flag, roping, etc was installed May 12 by the light department cherry-picker.

Peter Wilcox volunteered to repair our maple armchairs.

The final draft of the Library Building Program was received May 25. Cheryl Bryan is committed to a public presentation to complete her contract. MBL will talk to Nel Lazour about Gough event.

Nine architects representing seven firms toured the library on May 5, were briefed,took photos, took copies of the executive summary of the Building Program and floor plans. Nine proposals were received and distributed to the Designer Selection Committee May 22 with evaluation sheets for each. The DSC met June 5, discussed each and selected four for interview: Monday, June 19, 7:00, Butler Bennett Architects; 8:00, J.Stewart Roberts Associates, Tuesday, June 20, 7:00, Richmond,French Designs: 8:00, MacPherson Partnership. (Trustees: Come if you can and hear these presentations.)

The Trustees will meet Wednesday, July 5 to approve DSC's architect choice and to elect officers.

Respectfully submitted,

Nick

Nick Langhart for Cathy Richard, Sec.

TRUSTEES
MEETING NOTES

C to O: 7/10 ST, MacNamee, MBL

absent AS, CR, LR

minutes: Approved w/ changes 2nd MBL $1900 for Unity Show

{ Nancy Milton
4 Chest
Dennis Dego } letter ty to check

(wife Cheryl)

The presentation of CB - MBL will talk to Del Lozoya on her Tower Hill date. Also the Family Site Opening. use the Friends

next 7/5 Notify all Trustees

ACCOUNT NUMBER	ACCOUNT TITLE	CURRENT MONTH	FISCAL Y-T-D	F/Y 2000 BUDGET	VARIANCE	% EXPENDED
Other Public Safety						
A01 02-91 5780	Civil Defense Expense	0.00	0.00	90.00	90.00	0.00
A01 02-94 5110	Tree Warden Salary	0.00	0.00	810.00	810.00	0.00
A01 02-94 5780	Tree Warden Expense	0.00	0.00	3,100.00	3,100.00	0.00
A01 02-94 5785	Tree Planting Expense	0.00	0.00	1,000.00	1,000.00	0.00
A01 02-96 5780	Elm Tree Control Expense	0.00	0.00	800.00	800.00	0.00
A01 02-97 5780	Moth Inspector Expense	0.00	0.00	100.00	100.00	0.00
	Total Other Public Safety	0.00	0.00	5,900.00	5,900.00	0.00
A0x 02-xx 5xxx	Total Public Safety	40,143.42	436,240.19	862,199.56	425,959.37	50.59
EDUCATION						
A01 03-20 5110	School Committee Salary	0.00	0.00	200.00	200.00	0.00
A01 03-20 5380	Elementary-Reg Ed Transportatn	10,289.70	45,063.80	101,754.00	56,690.20	44.28
A01 03-20 5510	Elementary Regular Education	145,351.28	753,988.43	1,698,128.00	944,139.57	44.40
A01 03-25 5320	Out of District Tuition	0.00	122,258.45	287,300.00	165,041.55	42.55
A01 03-25 5380	Out of District Transportation	0.00	13,197.00	48,146.00	34,949.00	27.41
A01 03-40 5650	Regional Transportation Assmnt	0.00	0.00	55,742.00	55,742.00	0.00
A01 03-40 5651	Regional School Assessment	267,907.00	1,071,625.00	1,551,697.00	480,072.00	69.06
A01 03-40 5910	FY200 P&I-Regional Elevator	0.00	0.00	42,000.00	42,000.00	0.00
A01 03-45 5320	Vocational Education Tuition	0.00	68,904.00	135,583.00	66,679.00	50.82
A01 03-45 5380	Vocational Education Transport	0.00	13,473.00	27,146.00	13,673.00	49.63
A02 03-20 5300	Architect Fees-Elementary Sch.	0.00	0.00	206.88	206.88	0.00
A02 03-20 5510	Elementary Regular Education	0.00	11,546.29	11,885.04	338.75	97.14
A02 03-20 5850	Purchase Technology Equipment	0.00	0.00	248.71	248.71	0.00
	Total Education	423,547.98	2,100,055.97	3,960,036.63	1,859,980.66	53.03
PUBLIC WORKS:						
Highway						
A01 04-20 5110	Highway Salaries & Wages	13,765.74	95,888.79	226,796.00	130,907.21	42.27
A01 04-20 5780	Highway Expense	2,706.36	50,889.80	67,722.05	16,832.25	75.14
A02 04-20 5850	Purchase New Burner	0.00	0.00	1,240.00	1,240.00	0.00
A02 04-20 5855	Purchase Plow/Sander	0.00	0.00	845.00	845.00	0.00
A02 04-20 5860	Sandblast/Paint/Maintain Equip	0.00	0.00	671.95	671.95	0.00
A01 04-23 5780	Sand & Snow Expense	1,443.00	5,283.75	57,000.00	51,716.25	9.26
	Total Highway	17,915.10	152,062.34	354,275.00	202,212.66	42.92

Agenda

Trustees of the Boylston Public Library

May 3, 2000

Call to Order

Minutes of April 13, 2000

Treasurer's Report

Correspondence

Director's Report

Library: Final budget for FY 2001
Additional computer port ordered for children's room
Meeting with Keith Pfeifer and Joan Banks 4/12, with Bette Robblee, 5/2
Assistant Director job description completed
Holden Heating cost summary
Used copier delivered from Police dept 4/6
Seminar for director's certification, 5/4 in Shirley

Building Program:
K.K's comprehensive plan released, 20 yr population est=5100
All edits sent to consultant, final draft in 2 weeks, summary for 5/5 breifing

Designer selection: New RFQ written, on-site briefing at library 5/5.
Proposals due from architects 5/18, 17 requested so far.
T&G legal printed, no response yet.
Conference at Conn College

Old Business

Designer selection/Needs Committee/building committee:
Organizational thoughts on going forward

New Business

Procedures on notifying holders of overdue material
NL and PP switching Saturdays
Halloween proposal from Craig Longvall

Next Meeting: Wednesday, June 7, 2000 (Officer election)

Agenda

Trustees of the Boylston Public Library

May 3, 2000

Call to Order

Minutes of April 3, 2000

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Correspondence

Director's Report

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Halloween proposal from Craig Longvall

Next Meeting: Wednesday, June 7, 2000 (Officer election)

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
May 3, 2000

The meeting was called to order at 7:12 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Cathy Richard, Angelo Scola, and Nick Langhart, Director

The minutes of the April 3 meeting were approved. The Treasurer's report was approved.

Nick has asked Marybeth Litofsky to join the Trustees to complete Helen Madore's unexpired term. He will arrange for us to meet with the Selectmen to have Marybeth officially appointed.

Nick presented the FY 2001 final budget which has been approved by the Finance Committee.

The additional computer port has been ordered for the Children's room. It should be installed prior to July 1. There is an annual fee of $1032.00 and a $2000.00 installation charge.

Nick met with Superintendent of Schools Keith Pfeifer and School Board member Joan Banks at the library. Dr. Pfeifer discussed the possibility of sharing resources between the Boylston Elementary School library and the Boylston Public Library children's library. Also discussed was the common access of catalogs between the two schools in Boylston and the Library.

Bette Robblee, District Technology Coordinator for the Berlin-Boylston Public Schools, met with Nick and Paula Peterson. Bette stated at this time the Library is operating its computer systems/data bases in the most cost efficent way possible. Possible cost savings could be achieved by teaming up with the Town and Schools when we reach ten terminals.

Sue Therriault and Letty Ridinger won reelection as Trustees in the Town election May 1.

The job description for the Assistant Director has been completed.

Nick provided a cost summary of the Holden Heating charges to show that we have indeed been receiving a .25/gallon discount on our deliveries.

The photocopier we have inherited from the Police department has arrived and is located in the Children's room. Nick will arrange for the copier to be serviced prior to use.

Nick will attend the first of four modules required for non-MLS degreed Library Director certification at the Shirley Library on May 4.

Nick provided Cheryl Bryan, our consultant, with final changes for the Library Building Program, based on imput he received from various people who had reviewed the program, including Anne Larsen a consultant with the MBLC. Cheryl will have the final version ready within two weeks.

Nick presented the final version of the Request for Qualifications from Massachusetts registered architects. The Library building tour and briefing session will be held at 11 AM on Friday, May 5. Proposals are due from the architects by May 18. We have received requests from seventeen firms so far.

Nick attended a conference at Connecticut College April 29.

Procedures for notifying patrons of overdue materials will change on a trial basis through the end of the year. Patrons will first receive a postcard. If materials aren't returned, Library staff will follow-up with a phone call.

Craig Longvall approached Nick about holding a Halloween party at the Town House with proceeds to benefit the Friends.

The meeting was adjourned at 8:35 p.m.

The next meeting will be Wednesday, June 7 at 7:00 p.m.

NOTES ON MAY 3 BOARD MTG

Selectmen + quorum + MBL to get on Selectmen mtg Agenda [called AH 5/4/00 left message]

Needs Change - See Truban mtg's 1 yr ago

Call the Needs + see if they feel they've done this change

"reps of the Town people"

See MBL on Purpose & activities

Town mtg 5/8

31st is a Tuesday re CL's event - ck w/ selectmen

Kid idea (Halloween pty)

JF on HW's Opera gift

AH called 7/16

All Trustees: Tue 5/30 7:30 HILLSIDE

L.R.	ok
S.T.	OK
A.S.	no
T. MacN	NO
C.R	OK

Psychology of a Sell-Off

Selling Begets Selling As Bears Rule Wall Street

By Kristin Roberts
Reuters

NEW YORK (April 14) - Make a snowball and place it atop Mount Everest. Now push. By the time it reaches the bottom, it's an accumulation of size and speed powerful enough to wipe out a village.

The recent high-velocity tumble in stock prices has certainly not reached such a dramatic level yet, market analysts say. But as volatility rises and valuations fall, the risk of a profound pullback rises.

Steep drops in stock prices lasting for long periods of time are infectious, market and psychology experts say. Once a significant pullback begins, it will tend to accelerate, driving stocks lower and lower as more investors sell.

"It is group think," said Alan Newman, a technical analyst at H.D. Brous & Co.

"It's been like a gigantic game. I think in recent years investors have made their decisions based on what everyone else is doing. Everyone has followed one another into this belief in a new paradigm, a new economy," he said.

The Dow Jones industrial average fell more than 600 points on Friday. And the technology-driven Nasdaq composite index has lost more than 1,000 points this week.

FOLLOWING THE LEADER

Group think, or the tendency of people to act in groups and follow the behavior of others, plays a tremendous role in investment decisions, experts say. Once any dramatic move begins, investors will tend to either panic and sell or jump head-first and buy.

"It is certainly true that there is a large element of what we call momentum investing in stocks, just as in anything else – music or clothing," said Michael Keenan, finance professor at New York University's Stern School of Business.

"That is one of the parts of the increased volatility we're seeing in the stock market. To the extent that everybody is doing that, it is making money for participants until the end of the game," Keenan said.

The larger the market move, the greater is the chance that individual investors will follow the trend that has already begun. Market veterans call this "chasing the smart money."

People don't behave rationally in these circumstances, says Kathleen Gurney, a psychologist and chief executive officer of the Financial Psychology Corp., which has studied financial behavior by professional money managers and individual investors since 1986.

DEER IN THE HEAD

What's more, people
downdrafts because
to respond.

Agenda

Trustees of the Boylston Public Library

April 3, 2000

Call to Order
Minutes of March 20, 2000
Treasurer's Report
Correspondence
Director's Report

- Seminar at Conn College
- C. Newcomb's upgrade and FinComm response
- Drafts of Building Program/responses
- Delay of grant round announcement by MBLC
- The RFP:
  - documents gathering
  - RFP draft for review

Old Business

New Business

Next Meeting: Wednesday, May 3, 7:00pm.

Agenda

Trustees of the Boylston Public Library

April 3, 2000

Call to Order
Minutes of March 20, 2000
Treasurer's Report
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Seminar at Conn College
C. Newcomb's upgrade and FinComm response

Drafts of Building Program/responses

Delay of grant round announcement by MBLC

The RFP:
documents gathering
RFP draft for review

Old Business

New Business

Next Meeting: Wednesday, May 3, 7:00pm.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

April 3, 2000

The meeting was ealled to order at 7:20p.m.

Present: Chair Susan Therriault, Trudy MaeNamee, Cathy Riehard, Angelo Seola, and Niek Langhart, Direetor

The minutes of the Mareh 20 meeting were distributed and approved. The Treasurer's report was approved.

Helen Madore resigned her position as Trustee effeetive Mar 21, 2000. Sue read Helen's letter of resignation. Helen has served the Library in numerous eapaeities over the years and we thank her for her valued serviee.

The Easter Bunny will be at the Library April 15.

Sue will attend the Trustee Symposium April 15 at the Goodnow Publie Library, Sudbury.

Niek and Sue will attend a one day symposium on "Library Arehiteeture: Shaping Plaee, Shaping Purpose" at Connecticut College April 29.

The Finanee Committee has approved our budget and has made reeommendations. The eost of the eomputer port and the annual fee for the additional computer port in the Children's Room has been eneompassed in the Teehnology line item. Our request for funding for a new photoeopier was not approved, but we will be inheriting the Police Department's old one.

Additionally, our request to extend the Library Assistant, Cheryl Newcomb's hours to 20 was denied. Sue read a letter Cheryl has written thanking us for our attempt at obtaining more hours for her.

Niek has distributed drafts of the Building Program to: Judy Friebert, Angelo Scola, Earl Farmer, Letty Ridinger, Anne Larson, Paula Peterson, MaryBeth Litofsky, Gerry Donnelly and Russ Fuller, and is waiting for their responses.

The MBLC grant round annouueement has been delayed, therefore the deadline has been set aside.

Nick presented a draft of the Request for Proposal. Niek used the Inspeetor General's Guidelines of Designing and Construeting Publie Faeilities, and the Qualifications Based Seleetions Owners Manual as referenee. He will submit eopies to Anne Larson, Anita Hegarty and Cheryl Bryan for their review and eomments. The RFP will be published in the Central Register, a weekly publieation published by the State. An information session will be held May 4 at 730pm at the Library for any interested parties.

One suggestion by the Trustees was to make sure that it is clear in the RFP that the building project will involve renovation of the existing building as well as new eonstruetion.

The Boylston 2000 Variety Show will be held Saturday, May 27 at 700pm. It will inelude 21 aets. Proeeeds from the show will be used to benefit the Library Building Fund. Tickets are available at the Library, Divine Duds, and the Center Store.

The meeting was adjourned at 8:20p.m.

The next meeting will be Wednesday, May 3 at 7:00pm

Boylston Public Library Board of Trustees
Special Meeting March 20, 2000

The meeting was called to order at 6:36 by Chair Susan Therriault

Present: Susan Therriault, Helen Madore, Letty Ridinger, Cathy Richard and Needs Committee members: MaryBeth Litofsky, Gerard Donnelly and Sue Bickford and Foundation Chair Earl Farmer.

Discussion of draft Building Program document: A wide-ranging discussion covered the community uses of the proposed meeting room, the feasibility of a separate or combined story hour space, closets for storage by regular community group users, etc. The overall seating calculation seemed not to square with the population estimate for 2020 and that figure, 4400, was also questioned. The large increase in the video collection was noted: should the distribution of videos become so large a part of our mission?
Also discussed was the number and placement of public access computers. Why is no space for printers noted? Should there be a central printer? Should print-outs be paid for and if so, how? A central printer could be placed in view of the main desk but another will be needed for the children's room. A total of six computers seems low, how was it calculated? PACs should be placed in areas of need and visible from the circ desk, not clustered. Several PACs with high-speed internet access could be a selling point of the expansion. The draft program will be copied and distributed. Please return all comments to Nick Langhart in two weeks.

Discussion of architect selection process: Nick outlined a tentative schedule for posting, screening, interviewing and selecting an architectural firm which should be done by May 23, 2000 [Note: deadline now not certain (3/28/00)]. 3/28, RFQ release; 4/20, meeting of selection committee, 6:30 at the library; 4/21, open house for interested firms at library; 4/24, meeting to read responses and choose ± 5 firms to interview; week of May 7-13, interview firms; 5/13, visit recent library projects of top firms; 5/17, meeting to select a firm; 5/23, letter of intent, firm name, submitted to MLBC. [This subject to change].

After discussion it was moved, seconded and passed that an invitation be extended to the selectmen to have a representative on the building committee. [Needs Committee members left at 7:45pm.]

Susan Therriault asked to have the next Trustees meeting moved from Wednesday, April 5 to Monday, April 3. Moved, seconded and passed. The change will be posted.

Susan Therriault reported on the March 16 combined meeting of the personnel and finance committees which she attended: They are not willing to support our request to move Cheryl Newcomb to 20 houes/week with benefits. They suggested utilizing the local volunteer program that enables seniors to earn rebates on property taxes for volunteering with certain non-profits. Other alternatives were discussed. Also, the request for a copier for the children's room will not be recommended at Town meeting.

The meeting was adjourned at 8:15pm.

Respectfully submitted,

Nick Langhart

Boylston Public Library Board of Trustees
Special meeting ~~Feb~~ March 20, 2000

The meeting was called to order at 6:36 by Chair Susan Thorvaldt

Present: Susan Thorvaldt, Helen Wadore, Letty Ridinger, Cathy Richard. Needs Committee members Mary Beth Litofsky, Sue Bickford and Foundation ~~members~~ Chair Eagle Farmer Ford Gerard DONNELLY ~~Dembsey~~

Discussion of draft Building Program document. A wide ranging discussion covered the community uses of the ~~most~~ proposed meeting room, the possibility of a separate or combined story hour space within, closets for storage by regular community group users, etc. The ~~overall~~ seating calculation seemed not to square with the population estimate of ~~2000~~ 2020, and this ~~new~~ proj figure, 44 PC, was also questioned. The vast increase in the video collection was noted: ~~can~~ should the distribution of videos become so large a part of our mission?

Also discussed was the number and placement of public access computers. Why is no space for printers mentioned? Should there be a central printer? Should print-outs be paid for, and if so, how? A central printer could be in view of the main desk, but another will probably be needed for the CR. Six computers total seems to be a low figure; how was it calculated? The PAC, should be placed in areas of need ~~not~~ and visible from the desk, not clustered. Signup P&C. Computer with the high-speed Internet access could be a selling point of the expansion. The draft program will be copied and distributed Thursday. Return all comments to Nancy within two weeks.

Discussion of architect selection process

SL outlined a ~~tentative~~ tentative schedule for posting, receiving & interviewing firms on architectural firm which must be ~~chosen~~ done by May 23. Will be based on the Division RFQ, advertised in the Central Register and sent to three specific architects.

Tuesday,	3/28	RFQ release date
Thursday	4/20	~~must be in~~ 6pm at the library
Friday,	4/21	Visit to site by interested firms, hand out re: bid, bldg prog, community
Monday,	4/24	Meeting to evaluate responses + choose ± 5 firms to interview [NB: this date must be made later, firms need more time]
week of	May 7 - 13	conduct interviews with ± 5 firms
Saturday,	5/13	visit libraries of top 3 ~~firms~~ choices
~~Mon~~	5/17	Meeting of Trustees and Selection Committee to select a firm, authorize Chairman to negotiate contract.
Mon	5/22	Special mtg of BoT to approve contract
Tuesday	5/23	Send to MBLC name of firm w/ letter of intent.

BOYLSTON PUB LIBY
ADULT PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

BAKER & TAYLOR
Information and Entertainment Services

INVOICE

INVOICE #: 3003275165
INVOICE DATE: 01/27/00
ACCOUNT #: 302552 L918821 3 B00000
ATS #: SOM9305677

PAGE: 001

FED TAX ID: 56-1761729
SHIPPED FROM: SOMERVILLE
CUSTOMER SERVICE:
CREDIT: 1-815-472-2444

GST/TAX ID#: 00 00000000000000
PO#: 011300

BILL TO: ACCOUNT #: 302552 L918821 3 B00000
SAN #:
NAME: BOYLSTON PUB LIBY
ADDRESS: ADULT PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

SHIP TO: ACCOUNT #: 302552 L918821 3 000000
SAN #:
NAME: BOYLSTON PUB LIBY
ADDRESS: ADULT PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER # / CUSTOMER PO #	FUND #	CUSTOMER REF ID #				VAS		
1	YOUNG WIVES	GOLDSMITH, OLIV	HRD	0060175532	HARPE	25.00	44.7%	13.83	13.83
	08726432 011300	P PETERSON 18							
1	EVERY DAYS A PARTY LOUISIANA RECIPES FOR	LAGASSE, EMERIL	HRD	0688164307	HARPE	26.00	44.7%	14.38	14.38
	08726432 011300	P PETERSON 18							
2			SUB TOTAL						28.21
			USD CURRENCY						

2	BUNDLED CATALOGING P	AT	0.60	= 1.20
2	MYLAR JACKET STANDAR	AT	0.15	= 0.30
	TOTAL			1.50

VAS 1.50

TOTAL AMOUNT DUE 29.71

TERMS: 00 NET 30 DAYS
AMOUNTS BILLED IN USD

REMIT TO: BAKER & TAYLOR, INC.
P.O. BOX 7247-8049
PHILADELPHIA, PA 19170-8049

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

After discussion it was moved, seconded and passed that an invitation be extended to the selectmen to have a representative on the building committee

[This concluded the portion of the meeting on expansion, representation of the Needs ~~Cmtte~~ committee + Foundation left at 7:45]

Susan asked to have the next Trustees meeting moved from April 5 to Monday, April 3. moved, seconded, passed. Nick will have it posted (a week in advance)

Susan reported on the 3/16 combined meeting of the Personnel board and finance committee which she attended: they are not willing to support our request to move Cheryl Bancroft to 20 hours/wk + benefits. They suggested utilizing the local ~~time~~ volunteer program that enables seniors to receive rebates on property taxes in exchange for some to certain non-property ~~taxes~~ other alternatives were discussed. Also, the proposal for a CD copier will not be recommended at Town meeting.

the meeting was adjourned at 8:15 pm

R S
NL

GOVERNMENT EMPLOYEES INSURANCE COMPANY

POLICY NUMBER: 268-30-00 DATE ISSUED: 05-26-98

	VEHICLE		*CLASS*	*RATED STATE*
1	90 VOLVO	YV1AA8843L1418293	A-N - 80+ C	FL
2				
3				

COVERAGES Coverage applies where a premium or 0.00 is shown for the vehicle	*LIMITS OR DEDUCTIBLES*	*PREMIUMS* VEH 1	VEH 2	VEH 3
BODILY INJURY LIABILITY EACH PERSON/EACH OCCURRENCE	$300,000/$500,000	204.20		
PROPERTY DAMAGE LIABILITY	$50,000/NON DED.	74.50		
PIP-INS&REL WITH EXCLUSIONS	OPTION 0	53.90		
UNINSURED MOTORIST-STACKED EACH PERSON/EACH ACCIDENT	INSURED REJECTS			
COMPREHENSIVE	$250 DED.	20.60		
COLLISION	$250 DED.	67.50		
RENTAL REIMBURSEMENT	$600	8.80		

SIX MONTH PREMIUM PER VEHICLE	$ 429.50

YOUR PREMIUMS ARE BASED ON THE FOLLOWING DISCOUNTS AND/OR SURCHARGES:

DISCOUNTS: 5 YEAR GOOD DRIVING (VEH 1); SEAT BELT (VEH 1); PASSIVE RESTRAINT/AIR BAG (VEH 1)

LIENHOLDER VEHICLE 1 LIENHOLDER VEHICLE 2 LIENHOLDER VEHICLE 3

INSURED COPY

M

Sp Treatm mtg 3/20/00 NOTES OF MEETING

copies: ~~ATTS~~ MBL Pandy L Rich E Fama

Sue T, Gale Fama, MBL, SB, Pandy, Marlene, Rebecca C. Richard. 736

ST: 1) the Draft 2) Architect Selection

MBL: Architect's role. Provide charts for Com groups. Survey at mtg Rm write-up

CR: Sp CR stay room not pt of mtg room

ER: re-calc seats based on noise Stds. 1400 i 20 yes? verify that what about var8 video expansion

SB: Computers - 6. why not printers mentioned? central printer? pay for? Need 1.3. Central was printer overseen by Marie Nash, ~~Marie~~ Mary Ellen Shaughnessy. Separate for CR. No filters permitted she says, cont unit except, (bill pachy's Trina) 6 rooms how to SE

MBL: Not in Carol's - spend accord. Visible re Desks. Discs on Computer Room Selling pt for lib expansion might be fact not at accord. - then our longer hours How did CB calculate Computer Number?

copies of Draft by Handy. Review date

Review Scope of mtg

MBL - See if Selectmen want to be involved

ST - would Selectmen like to be rep on Bldg Comm MSP ok

MBL - would Pope on their RFP - Duncan on RFP

Next mtg April 20 6:30 Lib

7:48 Needs people left

ST - move Trustees mtg from 4/5 to 4/3 7:00 pm

→ POST CHANGE ← Pers + Fin Com mtg attended on 3/16. No approved as CH, 20 hr carries Benefits limit (to $12,500) Services rebate for vols is favored. Discuss of alternatives. Coffee is dated 9:15 adj

BELMONT SPRINGS

BELMONT SPRINGS WATER CO., INC.

P.O. BOX 23
BOSTON, MA 02297-0023

A003079

INVOICE NUMBER: NO728360	INVOICE DATE: 11/30/99	DRIVER'S NAME: MICHAEL L. FONSECA

Bill To:

BOYLSTON PUBLIC LIBRARY
MAIN ST
BOYLSTON MA 01505

Deliver To:

BOYLSTON PUBLIC LIBRARY
TH FR 2-8/NO SPILL B
MAIN ST
CLSD MON-*OPEN TU&WED 10-8
BOYLSTON MA 01505

Activity for Period: 11/01/99 TO 11/30/99	Next Invoice Closing Date: 12/31/99	Purchase Order Number:

Previous Balance	Payments/Adjustments	Current Charges	Total Due
50.00	+ or - 39.00CR	+ 11.00	= 22.00

Activity Date	Reference Number	Quantity	DESCRIPTION	Current Month Activity Charges	Credits
			ALL INVOICES DUE UPON RECEIPT		
11/19/99	969179	1-	CASH RECEIPT		39.00-
11/30/99	1474097	1	NOVEMBER EQUIPMENT RENTAL	11.00	

2/15/00

WE AT BELMONT SPRINGS WOULD LIKE TO EXTEND SPECIAL HOLIDAY GREETINGS TO OUR CUSTOMERS. AS OUR 122RD YEAR IN BUSINESS WINDS DOWN, WE WOULD LIKE TO THANK YOU FOR YOUR PATRONAGE AND FOR MAKING US ONE OF THE OLDEST CONTINUALLY OPERATING BUSINESSES IN NEW ENGLAND.

HAVE A HAPPY AND SAFE HOLIDAY SEASON!

BELMONT SPRINGS

BELMONT SPRINGS WATER CO., INC.
P.O. BOX 23
BOSTON, MA 02297-0023

IF YOUR NAME OR ADDRESS AS SHOWN BELOW HAS CHANGED PLEASE CHECK HERE AND FILL OUT THE BACK ☐

INVOICE NUMBER NO728360
INVOICE DATE 11/30/99
TOTAL DUE 22.00
AMOUNT PAID _____

728360000011000000500000002200113099l

Bill To:

BOYLSTON PUBLIC LIBRARY
MAIN ST
BOYLSTON MA 01505

Remit To:

BELMONT SPRINGS WATER CO.,INC.
P.O. BOX 23
BOSTON,MA 02297-0023

Mtgs, Needs, Fdn

3/20/00

CALENDAR PRINCETON BP

call Dalon, AL

Send CB to AL

send list of Bd, Needs Fdn (or consultant/ industrial adv comm)

"Agenda"

where we are in the expansion process — Have Bldg Prog drafted — to CB + edits to draft

the AL anticipated schedule. Approx size of project, 10,750 ± total (now paid, - 4,000 ±)

6,750 ± build

architect selection by May 23

RFQ to: any qual, regist architect + central register

- copy previous RFQ
- review Inspector General guidelines for architect selection
- Ck MBLC website for additions to AIA contract for services to protect us + Town.

1) RFQ release date. ~~3~~/27

3 (> Set ~~date~~ date to close responses ~~5/1~~ 4/21 Friday?

2 (> Set date for walk-thru + hand out of Bldg prog ~~5/1~~ 4/14

Fdn fund-raising goal is

4/24 Monday — Set date to ~~evaluate~~ responses, set interviews w/ ± 5

Interview ±5 firms — week of May 7

Visit all libraries of top 3 Choices — Set 5/13

make selection 5/17 Sp Bd mtg, negotiate contract + fills (Bd mtg Special) ± 22 ~~Dec~~ Mon

Send name to MBLC w/ letter of intent. 5/23

Begin State MBLC grant process

Craig S. Leonard
20 Newell Hill Rd.
Sterling, MA 01564

Alison O'Maley
Andersen Consulting
100 Williams St.
Wellesley, MA 02481

Dear Ms. O'Maley

I will graduate in June 2000 with a B.S. in psychology from Worcester State College. I am interested in applying for a position as an Analyst in the Change Management Competency of Andersen Consulting.

Earning my undergraduate degree in psychology while holding positions in several different industries has offered me many valuable insights regarding both myself and organizational dynamics. A principal focus of my attention has been looking beneath the surface of what is apparent within an establishment's procedural structure and conceptualizing changes that could be implemented. I have worked within organizations that were inefficiently structured and have seen how some attempts to implement change have been counterproductive when all factors were not considered. In my experience I have also taken part in positive changes that have come from intrinsically motivating employees by shifting an organizations focus from internal micro-management to a collective objective.

A career in management consulting has been an easy deduction for me to make as I ponder the next development step of my life. To be part of a team and assist with the enhancement of communication, development of strategies and implementation of procedures in an effort to restructure an organization is something that I find fulfilling. Andersen Consulting is well recognized as a leader in this competency and it would be an honor for me to learn and grow with this company, it's associates and clients.

I would enjoy speaking with you further about the possibility of an Analyst position at Anderson. I have enclosed a resume and will call you next week to follow up on this letter. Thank you for your consideration.

Sincerely,

Craig S. Leonard

ADGENDA

Trustees of the Boylston Public Library

March 2, 2000

Call to Order

Minutes of February 2, 2000

Treasurer's Report

Director's Report

Upcoming: March 10, Friday: Legislative B'kfest, 8-9am, W. Boyl.
March 25, Saturday: Fund-raising seminar, Palmer

Trustee Terms: Class of '00: S. Therriault, L. Ridinger
Class of '01: H. Madore, C. Richard
Class of '02: A. Scola, G. MacNamee

2000+ Spring newsletters mailed Feb 5
FY 2001 budget submitted to Finance Committee Feb 10
Increased hours request submitted to Personnel Committee Feb 17
Four warrants submitted for May Town Meeting Feb 22
Notes of visit to library by Anne Larsen on Feb 23, attached

Old Business

Holden Heating contract for fuel

New Business

Initiate committee to select an architect

Review of draft of Library Building Program: Cheryl Bryan

Next Meeting: Wednesday, April 5, 7:00pm.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
March 2, 2000

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Cathy Richard, Letty Ridinger, Angelo Scola, and Nick Langhardt, Director

The minutes of the February 2 meeting were approved. The Treasurer's report was approved.

Nick announced he will be away from the Library from March 7 through March 16.

Angelo will attend the Library Legislative Breakfast March 10 at the West Boylston Library. Letty will attend a MBLC fundraising seminar March 25 at the Palmer Library.

Nick spoke with Heather Swenson, Town Clerk regarding Trustee terms. Sue and Letty's terms are expiring this year. They are running for reelection. Helen and Cathy's term expires in 2001, and Angelo and Trudy's terms expire in 2002.

The Friend's newsletter was mailed February 5.

Nick and the Board met with the Finance Committee on February 10 to present our FY2001 budget. We were advised to submit the request to increase the Library Assistant's hours to the Personnel Committee. Nick did submit that request on February 17. The Personnel Committee is meeting again March 16.

Nick submitted four warrant articles for the May Town Meeting. There are two standard articles which appear annually. Additionally, there will be an article to accept state construction dollars, and one to purchase a computer port and a plain paper copier.

Nick and Angelo met February 23 with Anne Larsen, from the MBLC. She provided a timetable for the state funding of library building projects. On March 16 there will be an announcement regarding the next grant round. By May 23 we need to have a letter of intent to apply for a building grant, a completed library building program, and an architectural firm selected.

Nick advises that the Library purchases its heating oil through a fixed-rate Town contract with Holden Heating.

A committee to select an architect for the Library building project needs to be formed. It should consist of two Trustees, two members of the Needs Committee, two members of the Foundation, and Nick Langhardt. Sue and Angelo volunteered to be the members from the Trustees.

Cheryl Bryan, our Consultant, presented her first draft of the Library Building Program. Each section was reviewed and changes were suggested. A vote was taken to include the Children's story hour area within the boundaries of the Children's room instead of being a part of the meeting room. The Trustees and Nick will meet March 20 to more thoroughly review the draft.

The meeting was adjourned at 10:30 p.m.

The next meeting will be Monday, March 20 at 6:30 p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

March 1, 2000 **Addendum**

Trustee Helen Madore was present at the meeting.

Director Nick Langhart's name is spelled Langhart, not Langhardt.

The meeting was held March 1, 2000, not March 2.

The library website can be accessed at: hometown.aol.com/BoylstonPubLib

m. nyhan @ cw mels mail. cwmars. org

15 mm for way to bus stop

Notes Board of Trustees 3/1/00

7:05 Hometown. aol. com/BoylstonPubLib (not up yet
hometoun

7:05 all here

Pres comm – call SD + get name to attend the meeting
– get a justification to her/him.

2 Needs AS, ST
2 Trustees Audit Sel Comm motion SP –
Fdu
NL

Needs: MBL
Fdu: at 3/23 mtg

Call MBL after the 20th

AS at Lee's BK/ST

7:23 CB's 1ST Draft Boylston Public Library Building Program
→ on older APLS figures, not '99

study carrels – they are not flexible furniture

this the informal version, more specific breakouts can be done

From AL – can we see 10–11,000 ☐ libs in area, esp w/ childrens rooms of three planned sizes –
to visit + visualize.

Children's room: should it include a story hour/carpet area, or mingled w/ meeting rm?
Add it to CR. Disc turned to use as 100 seat conf rm –
will it be used?

w/plans – take to Police + Fire for opinions + needs

CAPE Brewster Chatham Ivy HHR Haverhill
Dennis – straightest + narrowest old weight/load floor limits
to service bldg; prep + set agenda; in mtg set w/ Needs + Fdu

Will do Exec Summary. Report of current conditions of bldg –
Basic design of grounds + planting + parking lot/space size/lighting. See zoning Bd head for local regs
Electric, lighting, HVAC, computer wiring needs Air conditioning/humidity control

Subs. for:

For architect: Exec Summ + hand 2 tables. get 5 minutes w/ "plans", cut to 3, visit all post libs
Audience will have ideas of comparable libs

c Bryant

6 3d mtg 3/21

CENTRAL MASSACHUSETTS REGIONAL LIBRARY SYSTEM
ANNUAL MEETING
NOVEMBER 19, 1998
SAXE ROOM, WORCESTER PUBLIC LIBRARY
AGENDA

BUSINESS MEETING

1. Call to order - Bruce Plummer, President
2. Roll call and establishment of voting representatives
3. Approval of Minutes of Annual Meeting November 20, 1997
4. Reports
    - Bruce Plummer, President
    - Anne Parent, Regional Administrator
    - Contracting Libraries
        - a. Worcester Public Library representative
        - b. Fitchburg Public Library representative
    - Dianne Carty, MBLC Liaison
5. Planning & Budget Committee Report - Mary Baker Wood, Chair
    - CMRLS Plan of Service and Budget FY2000
        - Council Vote Required
6. Nominating Committee Report - Barbara McCurdy, Chair
    - Slate of Officers
        - Council Vote Required
7. Personnel Committee Report - Rena Richard, Chair
8. Other Business
9. Adjournment

KEYNOTE ADDRESS

Margo Crist, Director of Libraries, UMass, Amherst
(former CMRLS Regional Administrator)

Note: The Worcester Public Library Staff Association is sponsoring a Craft Fair and Hotdog Lunch from 12 noon to 2 p.m. in the library's staff room (third floor.) Meeting attendees are welcome to participate.

ADGENDA

Trustees of the Boylston Public Library

February 2, 2000

Call to Order

Approval of Minutes of January 5, 2000

Treasurer's Report

Director's Report

Judy Friebert began as Children's Librarian Feb 1.

Preparation of Library Building Program document.

Town dept heads meeting on annual performance reviews,
-salary raise dates adjustments needed.

Bi-weekly bill paying begun.

Annual Report submitted to Town.

Web site progress with Jean Trerriault.

PAC terminal progress.

Old Business

FY 2001 budget draft & justifications for increased
assistant hours, copier, comp port, building plans.

Reminder: Feb 10 meeting with Town Finance Committee, 8:00pm.

New Business

Notice of Feb. 24 deadline for Town Warrant articles.

Next Meeting: Wednesday, March 1, 2000, 7:00

The Board of Trustees, Boylston Public Library
February 2, 2000 Meeting Minutes

The meeting was called to order at 7:00 p.m. In attendance were Sue Therriault, Chair, Trudy MacNamee, Angelo Scola, Helen Madore, and Nick Langhart, Director.

The minutes of the January meeting were approved.

There had been no change in the Treasurer's report since the last meeting.

Director's Report:

Judy Friebert, our new Children's Librarian, began her tenure on Tuesday, February 1, 2000. Paula Peterson is in the process of training her. An open house will be held on Thursday, February 3rd, at 9:15 a.m. by the Friends of the Boylston Library to introduce her to the Friends and to the community. Nick anticipates that children's programming will begin in a few weeks. Given Judy's background in arts and crafts, it is anticipated that she will add these activities to our children's programming schedule.

Nick indicated that he had contacted all applicants for this position. Personal letters were sent to all who interviewed for the position and thank you letters were sent to all other applicants.

Nick reviewed the day spent with Cheryl Bryan, the library consultant for our building program. It was a full day with representatives from the major constituencies, except the Friends, taking time to meet with Cheryl at some point during the day. Cheryl met with all of the library staff as well as having them complete questionnaires. Nick presented a draft of the Community section for the Building Program document. The Trustees and Nick reviewed the draft; Nick will forward comments and changes to Cheryl. Nick indicated that, at Cheryl's third meeting, a draft of the building program would be presented for review along with a tentative schedule for the building program/plan.

One item that had surfaced was the long hours required by some staff members during certain days and the fact that many do not take breaks. Nick agreed to check with the town/state/federal laws to ensure that library is adhering to these labor laws. This item will be discussed at the next Trustees meeting.

Nick and Angelo had attended the Town Department Heads meeting on annual performance reviews, which will be going to a common review date. Consequently, our request for funds for FY2001 needed to be adjusted to accommodate the transition year.

Nick indicated that the bi-weekly bill paying had begun and was going well. Trudy, our Treasurer, is the designated Trustee signature required.

Nick presented a copy of the annual report that had been submitted to the town and will appear in the Town Report.

Nick indicated that he had reviewed the Boylston Library's website and that it had improved substantially since its inception. Additional changes had been submitted to Jean Therriault, who will make the changes and contact the Town about linking it to the Town's website.

Nick indicated that the PAC terminal connection had been made and that the only outstanding item was installing a copy of Windows 98 on the machine. He had also investigated an internet connection, which was $31 for the first month and $7.50 for each month following.

Old Business:

Nick presented a copy of the staff schedule that lists by person by day by week (week 1 and week 2) the specific hours worked and the total number of hours worked. The Trustees had requested this schedule at a prior meeting because questions had arisen regarding the number of hours each staff member worked. The Trustees reiterated the need to adhere to the hours that the library is open because of sensitivities within the Town to town departments being open during designated hours. Additionally, the Trustees discussed the need to have at least one senior staff person available during open hours and at least two or three people in the building whenever open.

Regarding inclement weather policy, at a previous meeting, the Trustees had agreed to have the library director make the decision about closing during snowstorms. Nick agreed to contact the staff who are working that day, to request that someone post a sign on the outside door if possible, and to notify the local radio station or town offices as appropriate. Nick also indicated that he plans to connect an answering machine to our telephone and would provide a voice message on that machine should someone call the library.

Nick reviewed the FY2001 budget draft and justifications for increasing the number of hours for the library assistant, for purchasing a new copier and a computer port, and for providing background on the library building project. There was some discussion about the budget and attached documentation; the proposed budget was approved with no changes.

Nick reminded the Trustees that the meeting with the Finance Committee to review our budget proposal for FY2001 would be held on Thursday, February 10th, at 8:00 p.m. at Hillside.

New Business:

Nick indicated that the deadline for submitting articles for the Town Warrant is February 24th.

The next meeting of the Library Foundation is February 8th.

Nick indicated that he will be away from March 7th - 15th.

The meeting was adjourned at 8:15 p.m.

The next meeting will be held on Wednesday, March 1st, at 7:00 p.m. at the library.

The Board of Trustees, Boylston Public Library
February 2, 2000 Meeting Minutes

The meeting was called to order at 7:00 p.m. In attendance were Sue Therriault, Chair, Trudy MacNamee, Angelo Scola, Helen Madore, and Nick Langhart, Director.

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The meeting was adjourned at 8:15 p.m.

The next meeting will be held on Wednesday, March 1st, at 7:00 p.m. at the library.

AGENDA

Trustees of the Boylston Public Library

January 5, 2000

Signing of bill schedule, payroll for 1/10-2/12

CALL TO ORDER

Approval of Minutes of December 6, 1999

Treasurer's Report

Director's Report

- Children's librarian appointed:
  Judith Friebert to begin on February 1
- Interviews with Library Consultant on January 11
- Draft budget for FY 2001, due Jan 10
- Changes in Town personnel procedures

Old Business

- Public access computer progress

New Business

- Inclement weather closing decision procedure

Next Meeting: Wednesday, February 2, 7:00

December 30, 1999

Thank you for responding to our recent position announcement for a children's librarian at the Boylston Public Library.

There was a substantial show of interest in this position and we have chosen another candidate from those selected for interview.

Thank you again for taking the time to submit your resume for our consideration. We wish you every success in your career.

Sincerely,

Nicholas Langhart
Director

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

January 5, 2000

The meeting was called to order at 7:08p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Cathy Richard, Letty Ridinger, Angelo Scola, and Nick Langhardt, Director

The minutes of the December 6 meeting were approved. The Treasurer's report was approved.

Nick announced that we will have a new Children's Librarian in place February 1. An offer was made to Judith Friebert and she has accepted the position. Helen and Cathy assisted Nick with the selection process.

Cheryl Bryan, Library Consultant, will meet with various Library constituents on Tuesday, January 11. She has made time to speak with members of the Board, Library patrons, Friends of the Library, Town Administrator, Chair of Finance Committee, and members of the Foundation.

Nick has drafted a budget for FV 2001, which includes that allotted 3 ½% increase. Nick will made suggested changes and we will review final draft at our next meeting. We have been scheduled to meet with the Finance Committee on February 10, 2000 at 8:00pm to present our budget.

Gary Suter, Town Accountant has requested copies of any contract and grants that we have. Nick will forward these to Gary.

Gary has also advised that we may have one signature on the bill schedules and payroll instead of requiring a majority of the Trustees to sign each. This will enable the Town to pay bills bi-weekly. We voted Trudy MacNamee as our official signer.

The Town is going to common review dates. A seminar, "Supervisor Training on Performance Evaluations" will be given at Hillside January 12. Letty will attend with Nick.

Nick will arrange for an Internet only port on the Public Access Computer. He reports that this computer can be brought up to modern standards for a minimal amount of money. Nick will purchase Windows 98 software to be installed.

Nick reports that there are five Windsor chairs in the attic in need of repair. One of the chairs can be cannibalized to repair the others. He will try to find someone to do the work.

The meeting was adjourned at 8:40p.m.

The next meeting will be Wednesday, February 2 at 7:00pm

NOTES OF BD MTG 1/5/00

Sup Trng

Perf Evals.

Jan 12 @ 4pm.

Mtg @ Tom Hall.

Adgenda

Trustees of the Boylston Public Library

December 6, 1999

Signing of Bill Schedule
CALL TO ORDER
Approval of Minutes
Treasurer's Report
Director's Report

- Progress with Library Consultant
- Children's Librarian position
- Finance Committee: 2/10/00
- MBLC Aid Award for coming year: $4826.83

Old Business

- Web Page review

New Business

- Cheryl Bryan's contract
- Posting of public notices
- Holiday Party 12/18/99

Next Meeting: Wednesday, January 5, 7:00pm.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

December 7, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola, and Nick Langhardt, Director

The minutes of the November 1 meeting were approved. The Treasurer's report was approved.

A vote was taken to approve the hiring of Cheryl Bryan as Library Consultant. She will prepare the Library Building Project Document. She visited the Library November 23 and received a complete tour. She took measurements, and obtained reports, grant paperwork and drawings from our current project as well as from the project started in the 80's. Cheryl will return to the Library three additional times. Her next visit will be January 11, 2000. She would like to meet with the various library constituents; Trustees, Foundation, Friends, and town officials. Nick will invite David Butler of the Finance Committee, Anita Hegarty - Town Administrator, the current head of the Board of Selectmen, and Cheryl Morrill of the Planning Board.

Nick posted the Children's Librarian position in the Worcester Telegram and Centralitics as well as on the MLIN and CMRLS websites. He received nine letters of application. Nick will review the resumes and schedule interviews with any and all candidates he feels are qualified. Helen and Cathy will assist Nick with the interviewing.

Nick suggested that we may want to increase Cheryl Newcomb's hours. He will look at what kind of an impact that will make and report back to us.

We have been scheduled to meet with the Finance Committee on February 10, 2000 at 800pm to present our budget.

We have received our MBLC aid award. The amount is $4826.83.

Nick has completed job descriptions for all positions at the Library.

Sue toured four libraries on the CMRLS Library Building Tour on November 13.

The Friends Christmas party, with Santa attending, was held Saturday, December 4. Over sixty children attended.

The deadline for the Friends newsletter is January 4.

Nick will arrange for an Internet only port on the older PC. He reports the computer will be upgraded to Windows 98 and will allow access to many library databases.

Nick has reviewed the Library web pages and has made suggestions for improvement.

The library is holding a holiday party Saturday, December 18 at 9:00 am for all of the volunteers. The Trustees have been invited to attend.

The meeting was adjourned at 8:45 p.m.

The next meeting will be Wednesday, January 5 at 7:00pm

TRUSTEES

DEC 6 '49

All present

TOR LC – ask for Anita Hegarty; David Butler, Chas Jas Cowan, Peg B, L: Cheryl [redacted]
(call at home) Chas Solleder, Patrick Healy

– CN – to do – what input on budget
Is there 10 hrs wk to do? ~~or~~ CR –
$ 35,000/yr estimate. Need, wk. prediction for trustees
+ do financial implications

→ Present Bdt before the 2/10 Fin Com hrg
↳ Discuss at next mtg
• Should we prod or do a ~~draft~~ org chart?

→ Is Linda leaving the CR?

WEB PAGE
→ Do it on "Addition" for web page

→ Background piece + pic

→ Dogs policy on Notice on doors, etc ... (post w/ others)

→ Share ever for intv's of CL w/ HM + CR
Next wk M, TH, F.
week after MTW

AGENDA

Trustees of the Boylston Public Library

November 1, 1999

Signing of Bill Schedule

CALL TO ORDER

Approval of Minutes

Treasurer's Report

Director's Report

- Needs Committee update
- CMRLS activities
- Staff job descriptions

Old Business

- C/W Mars transition to Triple I and Guicat acquisitions program

New Business

- Resignation of Children's Librarian Barbara Despres, effective 10/30/99
- To advertise in Centralities and elswhere
- Children's program planning for fall

Next Meeting: *Monday, December 6, 1999*

AGENDA

Trustees of the Boylston Public Library

November 1, 1999

Signing of Bill Schedule

CALL TO ORDER

Approval of Minutes

Treasurer's Report

Director's Report

- Needs Committee update
- CMRLS activities
- Staff job descriptions

Old Business

- C/W Mars transition to Triple I and Guicat acquisitions program

New Business

- Resignation of Children's Librarian Barbara Despres, effective 10/30/99
- To advertise in Centralities and elswhere
- Children's program planning for fall

Next Meeting: *Monday, December 6, 1999*

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

November 1, 1999

The meeting was called to order at 7:02 p.m.

Present: Chair Susan Therriault, Helen Madore, Cathy Richard, Letty Ridinger and Angelo Scola

The minutes of the October 8 meeting were approved.

Sue welcomed new Library Director, Nicholas Langhart to the meeting.

Sue read a letter of resignation from the Children's Librarian, Barbara Despres. Barbara's last day was October 30. A farewell gathering was sponsored by the Friends on October 27. The Trustees sent a flower arrangement.

Anita Hegarty, Town Administrator, has asked that all department heads send job descriptions to her for each of the positions in their department. The Library Director and Assistant Library Director descriptions have recently been overhauled. Nick is working on a description for the Children's Librarian.

Nick presented the Trustees with a draft of the job posting for Children's Librarian. He will make revisions and then post it on the MLIN website.

Helen and Cathy will assist Nick with the interviewing for the Children's Librarian position.

Nick will ask Cheryl to conduct some children's story hours in the absence of a Children's Librarian.

Nick had a visit from a representative of CMRLS welcoming him to the system and giving him a packet of information.

Nick has attended several meetings and classes this month at Marlboro Public Library, Holy Cross College and at CMRLS.

Sue attended the October 30 meeting of Massachusetts Friends of Libraries and Massachusetts Library Trustees. She attended workshops on Evaluating Your Library Director and Using Job Descriptions for Evaluation.

Sue will attend the CMRLS Library Building Tour on November 13.

We would like to hold a reception for Nick to welcome him to the Library and introduce him to the community. We are looking at November 30 or December 7 as possible dates. Nick will advise which date is better for him.

The Friends Christmas party, with Santa attending will be held Saturday, December 4.

Nick will check on getting the older computer hooked up so that it may be used for public access.

The withdrawing of catalog cards from the children's room is going very well.

Sue asked Nick to review our web pages and make any corrections or suggestions.

The Needs Committee received letters of interest from potential consultants. A set of interview questions

has been drafted. Angelo, Sue, Earl Farmer, and Mary Beth Litofsky will conduct interviews of the two candidates November 2. The Trustees voted to give Angelo and Sue our proxy for a decision on which candidate will be offered the position. They will keep us advised.

The meeting was adjourned at 8:40 p.m.

The next meeting will be Monday, December 6 at 7:00pm

November 1, 1999

Director's Report

Trustee's changed meeting dates posted with Town Clerk

Foundation: met 10/27, did not attend. Raffle tickets on sale, box in place

Needs Committee: met 10/12, discussed resumes of 4 library consultants and directed PP to set interview dates with all. Drafted interview questions. (Only Mary Braney and Cheryl Bryant remain available, both will interview Tuesday, Nov 2 with committee. Both sent directions and overview of this library.)

Friends: met 10/7, reported on Vehicle day and other programs
Craft class on 10/20 for 8. Will meet again Nov 4

Staff: NL settling in, PP has 2 vacation days (19 & 20), OK
Visit from CMRLS' Margaret Cardello 10/5; attended director's update meeting by CMRLS at Marlboro PL 10/13; attended computer technology meeting at Holy Cross 10/14.

Budget

Grant status report

Collections

Building: Electrician called re: front lights

Town: has requested current job descriptions of all library positions.

STOMP

at the Wilbur Theatre, Boston

Sunday, November 21
Price $50

PRICE INCLUDES FRONT MEZZANINE SEATING AND COACH BUS

Deadline October 10
After this date tickets will be $55

Final deadline for all tickets is October 21.

Bus departs from the Berlin Public Library
at 5:30 PM and returns at 10:00 PM

For more information call Cathy Livingstone at 838-2812.

To reserve seats mail your check to: Berlin Public Library, Carter Street, Berlin, MA 01503
Make checks payable to: The Friends of the Berlin Public Library
Please include a phone number for confirmation.

STOMP bus trip....the critically-acclaimed international percussive sensation is sponsored by the **BERLIN RECREATION COMMITTEE,** the Berlin Public Library and the "**Friend s of the Library**".

TRUSTEE 11/1/99

Notes 7:02

All here but Trudy

Minutes MSP

No Treas report

6 3000 Needs

Intvs:
NL
Fiona
Sue & Angie
2 Needs Com

- 1) sparkly of Trustees
2) Prog nights
3) all attend

Party, Needs to Choose

MSP for Needs to choose

9 6? 13 07 abilities Liberate Notify Trustees Bd of pending action. Take a deep + merge.

Bd assist: Madge, Cathy Packard

apptd by Sandra { Tricia Bilzerian, Rick Monnick, Tonia Davis

Call BD on recd of parent readers for Stay hours. Cheryl to get some

Call in 11/13 rec'd for Sue

Adv on BD job: Cent ofc of Wor Bd is ed

Walter Lemon, USC

Assumption

Clark 800-2242

Anna Urena

FMLIN

T&G a little later

11/30 or Nov 7 call Bonadille in Bellingham

Bill mumphy or Gerry Londelle by Bill previ for Event

"we bought a computer — and we still have only one" why? replace CLC's w/ encyclopedias, xyz set up a new computer station. Heather + Phone

Attic cly - Depuis for ptgs

NL to revise Web Page

STOMP

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AGENDA

TRUSTEES OF THE BOYLSTON PUBLIC LIBRARY

OCTOBER 6,1999

Signing of Bills

Call to Order

Approval of Minutes

Treasurers Report

Directors Report

- Switched video cassette in Children's Room
- Leak in roof during hurricane
- Foundation Raffle
- State Aid Forms
- MBLC's Plans to increase State Aid, Beyond the Basics & Construction
- Cheryl's Evaluation

Old Business

- Card Catalog For Children's Room
- Withdrawing progress
- East Woods location
- Web Pages
- Computer
- Town held trust funds restrictions
- Trustee's CD statement still going to Joan

New Business

- New Director is here!!!!
- Dates for Meetings

Next Meeting: Monday November 1,1999 @ 7pm

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

October 6, 1999

The meeting was called to order at 7:03 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Angelo Scola, Helen Madore

The minutes of the September 1 meeting were approved.

The Treasurer's report was approved.

Paula Peterson, Acting Director, presented a letter from Debra Perry thanking the Friends of the Library and Trustees for the luncheon and gift.

There was a leak in the roof during the hurricane. Barnard Roofing inspected it and will get back to the Director.

The raffle from the Foundation Golf Tournament was returned to be raffled off on Memorial Day.

The state aid forms have been completed and sent this week. We should received $4000 in the late Winter. The MBLC plans to increase state aid beyond the basics and construction to libraries that proposed additional building. We have met two of the requirements.

Cheryl's evaluation has been completed by Nick and Paula and sent to the appropriate town offices.

A card catalog for the children's room has been found in the attic.

The withdrawing of catalog cards from the children's room is going very well.

Our web pages have been corrected and much improved.

The new computer is up and running except for the sound card which will be replaced this week.

The town trust fund restrictions are yet to be found and Nick will work on this.

The bank statement for our CD is still going to Joan Banks.

Dates for the next two Trustees meetings will be on the first Monday of the month and then will revert to Wednesdays in January.

Sue and Angelo will attend the October 30 meeting of Massachusetts Friends of Libraries and Massachusetts Library Trustees.

Angelo, Sue, Earl Farmer, Mary Beth Litofsky and Gerard Donnelly will be members of the search committee for selecting a consultant and will follow up with a recommendation to the Trustees.

The meeting was adjourned at 8:00 p.m.

The next meeting will be Monday, November 1 at 7:00pm

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
September 1, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola

The minutes of the August 4, 1999 meeting were approved.

We interviewed three candidates for Library Director the week of August 16. Nicholas Langhart was chosen as the new Director. He will begin work on September 21.

Paula reported that she had recently attended workshops on III and E-books. She also handed out a summary of Town held trust funds which she obtained from Donna Erickson.

Our newly acquired computer is installed and functioning. We are waiting for the sound card to arrive.

Paula received word from the Assessors Office that the Library owns land in the East Woods section of town. The town is looking at options for disposal of that property.

Cheryl Newcomb will continue to work 10 hours per week.

Anita Hegarty, Town Administrator, has asked that each department complete a Survey of Future Needs for the Planning Board. Paula will complete the form.

The money the Library was awarded for the Planning and Design Grant has been received by the Town and is in an interest bearing account.

Cathy, Sue and Trudy have volunteered to assist the Friends in cleaning out the attic.

Sue's husband Jean has designed the Library home page on the Boylston.org website. It was suggested that the Friend's newsletter be added as well as the names of all of the Library employees. This is a work in progress. Thank you Jean.

Our next meeting will be Wednesday, October 6, but thereafter will fall on the first Monday of the month at 7:00 pm.

The meeting was adjourned at 8:25 p.m.

The next meeting will be Wednesday, October 6 at 7:00pm

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
September 1, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola

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The meeting was adjourned at 8:25 p.m.

The next meeting will be Wednesday, October 6 at 7:00pm

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
August 4, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola

The minutes of the last meeting were approved.

Paula Peterson explained how time sheets/payroll are completed.

Ann Larson, consultant from MBLC advised Paula that an architect should cost between $25,000 and $30,000.

Paula handed out proposals from three library consultants. Dick Thume from Carlisle Consulting is scheduled to meet with Paula at the library August 6.

Sue will send a letter to Earl Farmer of the Boylston Library Foundation requesting assistance with paying for the library consultant.

It was decided that there should be a subcommittee formed to choose a library consultant, with the Trustees having the final say. There will be at least one, but no more than two representatives each from the Library Trustees, Needs Committee and Foundation. Sue and Angelo will represent the Trustees.

Paula will obtain a copy of the Personnel Bylaw. This should clarify some of the benefits that town employees receive.

Sue met with the Personnel Board and had the Library Director job description and salary approved. The maximum salary we can offer for the position is $27,000.

Resumes for the Library Director position were reviewed. We will interview four of the applicants. Interviews will be held August 16 and 18 at 6:30pm and 8:00pm. Letty will call the applicants to schedule interview times. Sue will follow-up with a letter of confirmation and will include a copy of the job description. She will request that the applicants bring a list of references with them to the interview.

A list of interview questions was agreed upon.

The meeting was adjourned at 9:10 p.m.

The next meeting will be Monday, August 16 at 6:00 p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
August 4, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola

The minutes of the last meeting were approved.

Paula Peterson explained how time sheets/payroll are completed.

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A list of interview questions was agreed upon.

The meeting was adjourned at 9:10 p.m.

The next meeting will be Monday, August 16 at 6:00 p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
July 14, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Letty Ridinger

The minutes of the last meeting were approved.

Trudy reports that BankBoston has agreed to waive the monthly service charge on the checking account.

We voted to hire a library consultant to put together the Library Building Program.

We received a gracious letter from Barbara Despres, Children's Librarian thanking various trustees for volunteering their time in the Children's Room. Barbara also writes that it is her hope that in the future some arrangements can be made to provide more assistance in the Children's Room.

Cathy will send a letter to the Fuller Foundation acknowledging their generous matching grant.

Our advertisement for Library Director has appeared in Centralities and on the CW MarsInfo website. Cathy will arrange for placement of the ad with Simmons College (New England Jobline) and The University of Rhode Island Graduate School of Library and Information Studies job listings. Paula will list the position on the MLIN website. Letty will take care of arranging for inclusion in the the Worcester Telegram & Gazette Sunday classifieds.

The Library Director position is a salary grade 10 with a range of $14.22 - $19.19 per hour.

Margaret Cardello, a consultant, from CMRLS apoke at the meeting. She had several suggestions regarding the interviewing process for the Director position.

* ask all candidates the same questions
* ask open questions that allow candidate to give us information so we can judge
* take notes
* space interviews so that we can critique the candidates as soon as they leave
* allocate approximately 1 hour per candidate, including staff introduction and library tour
* don't talk too much - listen

Margaret suggested sending an information packet to any candidate we intend to interview. Things to include are background information on Boylston, job description, and benefits information. This will give us a more efficient use of the interviewing time.

Margaret stressed the importance of checking references. We should speak to current and former employers. We should not rely on written letters of reference. Telephone reference checks should be done by a single person for consistency. The applicant should provide documention of an MLS degree if they present themselves as having one.

Sue will create a form letter acknowledging receipt of applications we receive.

The meeting was adjourned at 8:50 p.m.

The next meeting will be Wednesday, August 4 at 7:00 p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
July 14, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Letty Ridinger

The minutes of the last meeting were approved.

Trudy reports that BankBoston has agreed to waive the monthly service charge on the checking account.

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Sue will create a form letter acknowledging receipt of applications we receive.

The meeting was adjourned at 8:50 p.m.

The next meeting will be Wednesday, August 4 at 7:00 p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

June 30, 1999

The meeting was called to order at 7:20 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Cathy Richard, Letty Ridinger

The minutes of the last meeting were approved.

Sue handed out copies of standard personnel forms used by the town (Application For Employment, Employee Performance Appraisal, Employee Pay Request Form, Employee Personnel Record).

In an effort to minimalize additional expenses, the Acting Library Director's hours will be limited to 35 per week.

Sue handed out a revised job description for Library Director, which was accepted by the board.

She also handed out a packet of information which Paula Peterson put together. It included interviewing techniques, sample interviewing questions, the actual questions that were used when the previous Library Director was hired, reference check forms, and other helpful information.

Cathy will arrange for the following ad to be placed in the next Centralities:

> **Library Director, Boylston Public Library, Boylston. MLS**
> Duties: Responsible for organization and management of all aspects of library service in a small public library, including computer technology and building expansion project. Salary starting at $25,000-$26,000. Closing date: August 3, 1999. Send resume and letter of application to: Library Board of Trustees, Boylston Public Library, 695 Main Street, Boylston, MA 01505

Sue will invite Margaret Cardello of CMRLS to our next meeting.

We will advertise the Library Director position in Centralities, Worcester Telegram & Gazette, Mass Board of Library Commissioners (MBLC) online site, Simmons College Graduate School of Library and Information Science and Rhode Island Department of State Library Services (DSLS). Cutoffs for applications will be August 3, 1999. We will meet August 4, 1999 to review applications received.

Sue will check with Anita Hegarty, Town Administrator on the following items:

> Does new job description need Town approval?
> Do we need permission to set a particular salary as long as it falls withing range of grade?
> What benefits does Town provide?
> What is current grade level and salary range for position?
> Out of which budget does advertising for position come?

The meeting was adjourned at 9:30 p.m.

The next meeting will be Wednesday, July 14 at 7:00pm at the Library

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

June 30, 1999

The meeting was called to order at 7:20 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Cathy Richard, Letty Ridinger

The minutes of the last meeting were approved.

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> Do we need permission to set a particular salary as long as it falls withing range of grade?
> What benefits does Town provide?
> What is current grade level and salary range for position?
> Out of which budget does advertising for position come?

The meeting was adjourned at 9:30 p.m.

The next meeting will be Wednesday, July 14 at 7:00pm at the Library

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

June 24, 1999

The meeting was called to order at 7:00 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Cathy Richard, Letty Ridinger, Angelo Scola and Debby Perry, Director

The minutes of the last meeting were approved with the addendum, which was handed out at this meeting.

Debby reported that several libraries were interested in donating card catalogs for which they no longer have a need. Barbara Despres, Children's Librarian will follow up.

Letty will ask Caryl Baird to put together the Friends Newsletter to be distributed in early September.

Several Trustees expressed displeasure with signing blank payroll sheets. We would like to see the payroll sheets after the hours worked have been filled in. Current hours scheduled are as follows:

Library Director – 35 hours (salaried)
Assistant Director – 25 hours
Children's Librarian – 27 hours
Library Assistant – 6 hours
Page – 4 hours
Page – 4 hours
Housekeeper – 4 hours

We have asked the Library Assistant if she is willing to pick up an extra four hours per week, 2 hours each on Tuesday and Wednesday, to help us during the transition period. She has stated she is willing to help out.

Cathy will ask the Town Administrator to provide us with standard personnel forms used by the town (Application For Employment, Employee Performance Appraisal, Employee Pay Request Form, Employee Personnel Record).

Sue gave us copies of a fax from Margaret Cardello at CMRLS. Margaret provided a packet of information on interviewing and hiring a Director. She expressed a willingness to meet with our group and answer any questions. Sue will invite Margaret to a future Trustees meeting.

Debby reviewed the existing job description for Library Director. There are some revisions that need to be done. Sue will prepare a revised job description to include "computer technology" and "building expansion project experience" and have that ready for review at our next meeting.

Debby stated that dealing with the municipality, and how it interracts with the library, was initially one of the hardest things about her position. We need to be sure that prospective candidates realize there is much interraction with other town offices.

Sue handed out the Library's most recent Long Range Plan, which was prepared in 1993. It is in need of updating.

The meeting was adjourned at 9:25 p.m.

The next meeting will be Wednesday, June 30, 1999 at 7:00 p.m. at 102 Edgebrook Dr.

AGENDA
Trustees of the Boylston Public Library
June 2, 1999

Signing of Bills

Call to Order

Approval of Minutes

Election of Officers

Treasurer's Report

Director's Report
- *Annual Report
- * New computer
- *Memorial Day
- *Chain of Lights (Christmas)

Old Business
- *Overdue bill

New Business

Next meeting **September 1,** at 7:00

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Boylston Public Library Board of Trustees
June 2, 1999

The meeting was called to order at 7:10 p.m.

Present: Chair Susan Therriault, Trudy MacNamee. Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola and Debby Perry, Director.

Letty Ridinger was welcomed as the newest Trustee.

The minutes of the last meeting were approved.

Treasurer's report: Trudy reports that she has given a copy of the Library's tax exempt certificate to BankBoston to see if they would stop charging monthly service charges.

Debby distributed copies of the Librarian's Annual Report to the Trustees.

Director's report :

Debby reported that the new computer has arrived, but has not been installed yet. It will be used on the main floor to replace the one currently in use as the main connection to CW/MARS.

The report from the Memorial Day sales is that it was terribly hot. The book sale netted about $500, while the Cookie Cottage and Kids' Fair collected about $1100. This program, as well as the monies earned from it are the responsibilities of the Friends. The money is usually used to provide programming.

The Library received an invitation from the Garden Club to be part of a "Chain of Lights" program organized for all of Worcester County at Christmastime. The Garden Club is not organizing Boylston's participation in this program, but merely acting as a conduit through which information may be passed to large scale organizers. The Friends usually plan a visit with Santa on the 1sst Saturday in December; this would suffice as the Library's part in the program. Being part of the program would help to create wider awareness of the activities going on in Boylston at this time. Letty agreed to complete the accompanying form and return it to Carla Peterson.

Debby reported that she checked with Ann Larson from the MBLC regarding the designer selection process in hiring an architect. Ann stated that all agencies from the state must follow the same rules, when dealing with money amounting to more that $10,000. The information that she has been relating to us through Debby follows those guidelines. Ann also pointed out to Debby that this information can be found on the MLIN website, which the library has bookmarked on its computer. It was suggested that we might like to invite Ann to come out to speak to us, as well as perhaps members of the Needs Committee, Foundation as well as anyone from the town (Anita, Selectmen, interested townspeople?) to give us the big picture about what to expect, in what order, when and the time frame. Also perhaps Ellen Dolan, director at the West Boylston Library might be willing to speak to us regarding her experiences (guidelines, suggestions, pitfalls). The Trustees agreed to join the Needs Committee meeting on Thursday, June 10, 1999 so that everyone can get caught up to speed with what plans that committee is working on..

Old Business:

A final version of the new overdue bill was approved. Now all that remains is to change the official policy and procedures and to make the public aware of the changes before implementing the new procedures.

New Business:

It was reported that the Children's Librarian is seriously behind in her filing. Fortunately Kathy Richard volunteered her time this spring and has been able to straighten out the worst part of the backlog. Once this finally gets updated, this situation should not be allowed to happen again. Once all the cards are ready to file, there will not be enough room in the current catalog to house all the cards. Debby said she would place a request on the region's listserve to see if there are any libraries out there who would be willing to donate an old catalog (especially since many are choosing automated circulation).

Debby announced her resignation, effective June 30,1999. As the result of a personal situation, she is planning to move away from the area. In the absence of a director, Paula Peterson, the Assistant Director, will be the Acting Director.

The meeting was adjourned at 8:55p.m.

The next meeting will be Thursday, June 24, 1999 at 7:00p.m.

Boylston Public Library Board of Trustees
June 2, 1999

The meeting was called to order at 7:10 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Letty Ridinger, Angelo Scola and Debby Perry, Director.

Letty Ridinger was welcomed as the newest Trustee.

The minutes of the last meeting were approved.

Treasurer's report: Trudy reports that she has given a copy of the Library's tax exempt certificate to BankBoston to see if they would stop charging monthly service charges.

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Director's report :

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Old Business:

A final version of the new overdue bill was approved. Now all that remains is to change the official policy and procedures and to make the public aware of the changes before implementing the new procedures.

New Business:

It was reported that the Children's Librarian is seriously behind in her filing. Fortunately Kathy Richard volunteered her time this spring and has been able to straighten out the worst part of the backlog. Once this finally gets updated, this situation should not be allowed to happen again. Once all the cards are ready to file, there will not be enough room in the current catalog to house all the cards. Debby said she would place a request on the region's listserve to see if there are any libraries out there who would be willing to donate an old catalog (especially since many are choosing automated circulation).

Debby announced her resignation, effective June 30,1999. As the result of a personal situation, she is planning to move away from the area. In the absence of a director, Paula Peterson, the Assistant Director, will be the Acting Director.

The meeting was adjourned at 8:55p.m.

The next meeting will be Thursday, June 24, 1999 at 7:00p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Boylston Public Library Board of Trustees
Addendum to the Minutes of June 2, 1999

Elections within the Board were held:

Chairperson – Susan Therriault
Vice-Chairperson – Angelo Scola
Secretary – Cathy Richard
Treasurer – Trudy MacNamee

AGENDA
Trustees of the Boylston Public Library
May 5, 1999

Signing of Bills

Call to Order

Approval of Minutes

Treasurer's Report

Director's Report
- *Budget news
- *Purchase new computer
- *Position upgrade
- *Workshop: *Major Gifts: The Next Step in Your Fundraising Campaign*
- *Personnel update
- *Trustee update
- *Another grant for Barbara

Old Business
- *Overdue bill

Next meeting **June 2, 1999** at 7:00

Boylston Public Library Board of Trustees
May 5, 1999

The meeting was called to order at 6:04 at Tahanto.

Present: Helen Madore, Trudy MacNamee, Angelo Scola, Susan Therriault, Cathy Richard, and Debby Perry Library Director.

The minutes of the previous meeting were read and approved.

Treasurer's report: The balance remains unchanged. Trudy reported that BankBoston charges a $9.00/month service charge. Debby will provide the library's tax exempt number to see if the fee can be waived.

Librarian's Report:

Debby reported that the library budget for FY 2000 was accepted as is by the Finance Committee.

After doing some research, it was determined that the new computer would be ordered from CW/MARS at a price of $1190. The order has been placed, although no delivery date was mentioned.

After meeting with the Personnel Board, Debby reported that the Assistant Director position has been upgraded to grade 7. This is especially good for Paula Peterson who currently holds that position. She has been employeed here for so long that each year her salary hits the top of her current grade. Placing that position on a grade 7 level would put her salary in the middle of the range. Due to expanded responsibilities, the position should be raised, regardless of the the current occupant of that position.

Both Debby and Cathy Richard attended a Major Gifts seminar. After much discussion it was decided that if the trustees feel they need to go that route in the future it might be better to hire a consultant.

One of our pages, Amie Humphrey, has resigned and her position was filled with her brother, Tim Humphrey. Tim is in the process of training, but is doing well.

A welcome to Mr. Angelo Scola, who won his election to the Board of Trustees. This leaves one seat still vacant. Debby will check with Cindy Adams conerning filling that seat.

Barbara (the Children's Librarian) has received another grant from the Community Partnership for Children. The money from this grant will allow her to purchase materials for children in the 2.9-5 years age group. She has already purchased some materials in the music genre as she feels that is a weak spot in our collection.

Old Business:

With regards to last month's discussion concerning overdue materials, it was decided to 1st make a phone call, next send a post card, and finally to send a bill for replacements costs of the missing materials. After more discussion it was agreed to charge the actual replacement cost of the mateial, rather than an arbitrary charge.

The meeting was adjoruned at 7:15 p.m.

Next Meeting: June 2, 1999 at 7:00 at the Library

Boylston Public Library Board of Trustees
March 31, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Kathy Blackmer and Debby Perry, Director.

The minutes of the last meeting were read and approved.

Treasurer's report: Trudy reports that nothing has changed since last month.

Director's report :

Debby has tried to reach Betty Robblee with regards to the E-rate application and also to discuss the purchase of a new computer, but to no avail. Betty has not responded to the several phone calls that Debby has made. CW/MARS is currently trying to coordinate all the computer upgrades that are necessary within the Region, so a decision with regards to a new computer must be made soon. It was agreed to allow Debby to make one more phone call and an e-mail message and to then go ahead without Betty's input.

A discussion of how to pay for the new computer ensued with questions regarding the trust funds that the Town Treasurer (Donna Erickson) holds. Debby will speak to Donna to try to find out more about these funds. The Trustees want to know if any guidelines are placed on the portion of the money that they are allowed to spend.

Debby called Pauline Berard at the Town DPW office with regard to the Waste Management trash collection. According to Pauline, the trash is still being picked up, yet there has been no bill, as we still have credit from overpayment last fall.

The annual Town Report will be dedicated, in part, to former Trustees Charlie Hamilton and Victor Delnore.

A request has come from Barry Brigham, of the Memorial Day Committee, to place a picture of the library on the T-shirts worn by the foot race participants. The request was approved and Debby will call Mr. Brigham to apprise him of the decision.

A discussion was held regarding the new budget and the receipt of state aid. The issue was the requirement by the state of spending 20% of the total budget on materials in order to receive state aid. Does the addition of a new technology line in the budget create a situation that makes it difficult to spend that 20% on materials. Debby didn't think so because of the kinds of things that could be purchased under the technology line, however she said she would check with the MBLC to be sure.

Because of the confusing nature of the Trustee elections this spring, Debby will check with Cindy Adams to see if the ballots are set up correctly.

A discussion was held regarding the policy of sending notices to patrons regarding overdue materials. It was decided that a phone call would be the first step, followed by a post card. The third step, however will be changed to sending a bill for the cost of replacing the overdue materials, plus a processing fee. If these costs are not paid and the materials not returned, the patron will be denied privileges. Debby will work on the wording of the bill. Other parts of the discussion included whether to look up the cost of each item or to charge patrons according to the category of the materials (ie. paperback, hardcover, video, CD/ROM etc.) and to whom the checks should be payable. Also we need to announce the new policy to the public and be sure they are informed when this new policy will take effect.

The meeting was adjourned at 9:00p.m.

The next meeting will be May 5, 1999 at 7:00p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Boylston Public Library Board of Trustees
March 3, 1999

The meeting was called to order at 7:05 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Kathy Blackmer and Debby Perry, Director..

The minutes of the last meeting were read and approved.

Treasurer's report: Trudy reports that nothing has changed since last month.

Director's report :

Debby had a meeting with Bette Robblee concerning the SLC (School and Library Corporation) discounts Bette helped Debby fill out from 470, the first part of the application. Bette also gave Debby an itemised account of all that would be needed regarding a new computer. Her recommendation for a Pentium 400 workstation was much lower than that of CW/MARS. Debby was hoping that the Friends would donate most of the money to fund this project; the rest would come from trust funds.

It was agreed to continue membership in the Massachusetts Library Trustee Association (MLTA).

Both Debby P. and Sue will be attending a workshop sponsored by the Massachusetts Board of Library Commissioners (MBLC) and the Massachusetts Friends of the Library (MFOL) on fundraising. The same workshop is being offered twice; Sue will attend on Sat. Mar.27th, and Debby will attend on Sat. May 1st.

New Business:

There are now 2 candidates for the vacant board member seat. A third candidate withdrew. It was decided just to let the candidates run in May, as it would be a waste of time to bring them on the board for one meeting . They will have to be elected in May anyway.

Debby asked the Board how it felt about following up the third overdue notice with a bill. A bill often has a way of getting materials returned that an overdue notice doesn't. She will get samples from other libraries and bring them to the next meeting.

Debby also commented that more patrons are asking to use the internet. She felt that we ought to have an internet policy. It was decided that each Board member would request a sample internet policy from a nearby library. This way we will be able to see how other libraries are handling this situation and we can forge one of our own from those who already have experience in this matter.

The meeting was adjourned at 8:25.

****Next meeting March 31, 1999 at 7:00 p.m.****

AGENDA
Trustees of the Boylston Public Library
February 3, 1999

Signing of Bills

Call to Order

Approval of Minutes

Treasurer's Report

Director's Report
*Warrant Articles - who sponsors?
*Trustee applicant
*Meeting with Betty Roblee (E-rate)
*Volunteers
*Newsletter update
*Children's Programming
Yoyo Champion, Mary Jo Maycheck {minstrel}, Thank You Mr. Bear {puppet show}
***Reminder:** Meeting with FinCom about the budget **February 17, 1999 at 7:45**

also. Budget returned - book
Letter to selectmen returned - book

Old Business
*Grant

Next meeting **March 3, 1999** at 7:00

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Boylston Public Library Board of Trustees
February 3, 1999

The meeting was called to order at 7:06 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard, Kathy Blaekmer and Debby Perry, Direetor..

The minutes of the last meeting were read and approved.

Treasurer's report: Trudy reports that she had sent a donation to the Boylston Library Foundation in memory of Charlie Hamilton.

Direetor's report :

Debby distributed eopies of the artieles that need to be plaeed on the warrent at the annual town meeting. There was some diseussion about who should sponsor them. (the Trustees or the needs Committee) The Trustees also felt that they should be presented in reverse order from what they are now. The Trustees need to be involved; they oversee the Building Needs Committee. Debby will eall Ann Larsen, MBLC building eonsultant, and Town Counsel Angelini to elear up further questions.

A reminder that this board is scheduled to meet with the FinCom regarding the FY2000 budget on Wed.,Feb.17, 1999 at 7:45. We will eall a quiek meeting at 7:00p.m. prior to the meeting with the FinCom to diseus ehanges in the artieles. Mary Beth Litofsky will be included.

Debby is planning to meet with Bette Robblee, District Teehnology Coordinator, regarding purchasing a new computer. Bette has also offered to help the library apply for the E-rate.

Debby reported that three programs had taken plaee - 2 were sponsored by the Partnership with Children program, and one was sponsored by the Friends. Two were very well attended, while one was not. Barbara said that advertising was the key.

Debby also reported that the Planning and Design Grant had been sent off to Boston, before the deadline. She had also written a letter to the seleetmen apprising them of all that had oeeurred with regard to the building projeet so far.

New Business:

Janiee MeLean, an MLS degree eandidate, is eurrently volunteering in the Children's Room. Also Cathy Riehard has seeured a sebatieal leave from her job to volunteer at the library for 3 months, beginning in April.

The newsletter is at the printers and should be back here soon.

The meeting was adjourned at 8:15p.m.

Next meeting March 3, 1999 at 7:00 p.m.

AGENDA
Trustees of the Boylston Public Library
January 6, 1999

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
- *Budget
- * Reminder of date with Fin Com - Feb.17 @ 7:45 (Wed.)
- * Rec'd notice of State Grant
- *Computer update (not)
- *Annual town report

Old Business
- *Planning and Design Grant update

NewBusiness
- *Full membership in CW/MARS - or - Internet ports only

Adjourn

Next meeting February 3, 1999 at 7:00 p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Boylston Public Library Board of Trustees
January 6, 1999

The meeting was called to order at 7:10 p.m.

Present: Chair Susan Therriault, Trudy MacNamee, Helen Madore, Cathy Richard and Debby Perry, Director..

The minutes of the last meeting were read and approved.

Treasurer's report: Trudy reports that she is now fully bonded. New checks have been received and the account is now in order. The report was approved as given.

It was voted to give a donation to the Boylston Library Foundation in memory of Trustee Charlie Hamilton, who passed away last month.

Following a discussion about replacing the vacant position on the Board, it was decided to advertise in The Banner, on Cable TV and in the Library Newsletter.

Director's report :

Budget: Reminder that the date to meet with the FinCom is Wed. Feb.17, at 7:45 p.m. We have added a technology line item to the expense budget, and also 2 hours/week to the Junior Assistant's position. These 2 additions will need to be justified to and approved by the FinCom.

Debby announced that she was notified that the library received its State Aid again this year. This amount was $3313.81.

Computer update: CW/MARS doesn't care where we buy our hardware from. Debby continues to talk with Betty Roblee and Ken Alden regarding their recomendations.

The annual town report is due later this month. Debby will work on it and Sue will make additions and corrections.

Planning and Design Grant: The grant is due in Boston on Jan.27. As of now, it is almost complete. The rough draft will be completed on Jan.9. Sue will type and photocopy. Anita Heggarty has also agreed to review it before the final copy is made. Some pictures are also being taken, which Ken Alden has agreed to scan into the document for us. We would like to get it sent out by Jan.20.

New Business:

In her discussion of the grant, Debby mentioned the lack of electrical outlets. This is something that ought to be addressed. Perhaps the electrical service needs to be checked. There may be a way to add more outlets.

Because CW/MARS is changing providers, they are offering a 1-time chance to become full members within 5 yrs. to those who are only affiliate members now. We are an affiliate member. Even though the offer from CW/MARS offers a "break" on costs, it is still very expensive to become a full member. After a discussion, it was decided to postpone a decision at this time. This is something that may be included in the building program.

The meeting was adjourned at 8:25p.m.

Next meeting February 3, 1999 at 7:00 p.m.

AGENDA
Trustees of the Boylston Public Library
December 2, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
- *Budget
  - * technology line item
  - *extra hours for Cheryl
- *Open Sat. Dec.26th?
- *April - John Gough month
- *Food for Fines April

Old Business
- *Christmas Open House - cookies?
- *Grant workshop - Wed. Dec.9th
- *Review some policies

NewBusiness
- *Review some policies

Adjourn

Next meeting January 6,1999 at 7:00p.m.

Tues - Kathy, Sue

Wed Helen ~~Kathy~~ Cathy

Thurs. Trudy + Helen

Cookies

Sun

Wed.

Thurs. Trudy

Boylston Public Library Board of Trustees
December 2, 1998

The meeting was called to order at 7:10 p.m.

Present: Chair Susan Therriault, Helen Madore, Cathy Richard, Kathy Blackmer, Trudy MacNamee, and Debby Perry Librarian.

Trustee Charlie Hamilton died suddenly early this morning. A contribution will be made as soon as possible.

Treasurer's report: The CD will be continued. In the Bank Boston account the checks are out of order and things are very confused. Trudy will request statement and new checks from Bank Boston and start fresh.

Director's report :

April is the month the Historical Society has named John Gough month. Bill Dupuis requested that the display case be saved for use of related material.

It was suggested that sometime this spring be set aside to be used as "Food for Fines" month. Food will be sent to the Worcester County Food Bank. More definite plans will be made later

It was voted to close on Dec.26th which is a Saturday. Notices will be posted well in advance.

The Finance Committee has notified other town departments that they can budget a 3.5% increase for FY2000. A meeting will be announced for February for this board to meet with the Finance Committee. It was decided to try to add a technology line item to the budget. Estimated costs for computer, wiring, CD/ROMs, etc. to be defined. It was voted to budget $3,000 for FY2000 there will be start-up costs. We also agreed to increase the AV line item to $2,000

The statistics for the children's room have increased drastically since Barbara came. She has been awarded another grant by the Partnership for Children. This time it will be for programs, not materials.

Debby requested that we agree to increase Cheryl's hours to 6 hours/week. The extra 2 house each week will be spent in the children's room. It was also agreed to try to get more volunteers, especially for the children's room. Will put notices in the Newsletter and in the Banner.

We will also place an ad in the Banner for the vacant trustee position.

Old Business: The Open House will be held on Dec.8-10th at 5-8:00 each night. Kathy will purchase a cookie tray. Debby will purchase punch ingredients and other supplies. The Needs Committee is working on a poster to be displayed.

Debby, Susan and Mary Beth Litofsky, Needs Committee Chair will attend the Planning and Design workshop in Ayre on Dec.9th. This is mandatory for Planning and Design Grant applicants.

The meeting was adjourned at 8:45 p.m.

Next meeting January 5, 1999 at 7:00 p.m.

AGENDA
Trustees of the Boylston Public Library
November 4, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
*Friends - Vehicle Fair
*Computer upgrade
*Typewriter
*Letter of Intent
*Fuller Foundation
*Conversation with Ann Larson
*Copier problems
*Veterans' Day closing
* Foundation Meeting

Old Business
*Review Goals and Objectives

NewBusiness
*Review some policies
* Christmas open house

Adjourn

Next meeting December 2, 1998 at 7:00 p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

November 4, 1998

The meeting was called to order at 7:10 p.m.

Present: Chair Susan Therriault, Helen Madore, Charlie Hamilton, Cathy Richard, Library Director Debby Perry

The minutes of the October meeting were approved. The minutes of the October special meeting and the Goals and Objectives, which had been updated at the special October meeting, were also approved.

Debby had done some checking on the transfer of the bond from Joan Banks, former Treasurer, to Trudy MacNamee, current treasurer. It will be necessary to have two letters sent on library letterhead to the Millbury Credit Uniion and to Bank Boston to have this transfer occur. Sue Therriault will send these letters out.

Debby reported on the success of the Friends' Vehicle Fair. It was very well attended and the Friends would like to make it an annual event. It was moved and seconded that the Trustees approve this event in 1999.

Debby suggested that there may be a need for an upgrade to our computer. CW/MARS sent someone to upgrade the wiring and he indicated that there may be a need to purchase a new motherboard to upgrade to Windows 95, which will be required by August, 1999. We will need to decide whether it would make sense to upgrade our existing computer or to purchase a new one. Debby will provide an estimate of the alternatives.

Our typewriter 'blew up' a few months ago and Debby took it to Commonwealth Stationers/Liberty Equipment to have it repaired. They indicated that it is not worth fixing and they had a used typewriter which they would sell to us. That typewriter has been on loan to another customer. It was suggested that Debby check with the other town offices to see if there was one available to us.

Regarding our letter of intent to apply for a Planning and Design grant for a construction project, Debby indicated that she had received notification from the Massachusetts Bureau of Library Commissioners that they had received our intent, along with many others. The grant will provide 50% of the cost or up to $20,000. The other 50% would need to be obtained from other sources. Debby had contacted several people about the possibility of town or private funds. She subsequently met with Russ Fuller of the Fuller Foundation. Mr. Fuller agreed to provide the additional 50%/$20,000 upon receipt of a letter from the library detailing our needs and plans. He further suggested that we need to publicize our needs among the townspeople. We plan to continue to process and complete the application for the middle of January, 1999.

Debby outlined her conversation with Ann Larson, who is a small library construction consultant with the Massachusetts Board of Library Commissioners and a colleague of Patience Jackson. Ann suggested that we hold an open meeting to discuss our library needs and to invite members of the Building Needs Committee, the Friends of the Library, town officials, the Lions Club, the Garden Club, and other organizations. We decided to wait until after January 1, 1999, to hold this meeting. Cathy Richard suggested that we look into what may be available from private funds including foundations, grants, or donations. She will follow-up on this research.

Debby discussed the situation with our copier. It was purchased over two years ago, was overhauled in the spring, and has continued to have problems. To date, it has cost over $280 and another part is needed. It was suggested that Debby look into a service contract for the copier and that she also check with the schools and town offices to see what they have in terms of a service contract with a vendor.

Debby mentioned at Wednesday, November 11th, is Veteran's Day and that the library will be closed.

Debby reported on the annual meeting of the Foundation. Members are pleased and very positive about the progress which is being made by the Building Needs Committee and our intent to apply for the planning and design grant. They are now working on their annual appeal letter and plan to host the third annual golf event next July.

Debby suggested that the Board of Trustees host a Christmas Open House during the week of December 7th to bring townspeople into the library in an informal, festive way. We agreed to Tuesday, Wednesday, and Thursday, December 8th, 9th, and 10th, from 5 – 8 p.m. In addition to members of the Trustees and staff being present, it was suggested that the Friends and the Building Needs Committee to asked to participate. Further, we would invite town officials, members of various clubs and organizations, and the like to the evenings, which would feature Christmas music, cookies, etc. Debby will discuss this idea with the Friends and with the Building Needs Committee.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Susan A. Therriault

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

October 22, 1998

The meeting was called to order at 7:00 p.m.

Present: Chair Susan Therriault, Charlie Hamilton, Helen Madore, Cathy Richard, Trudy MacNamee, Library Director Debby Perry.

This purpose of this special board meeting was to review and approve the goals and objectives for FY2000.

Debby distributed notebooks to each Trustee and briefly reviewed each section – the Planning Process, Duties and By-Laws, Policies, and Goals and Objectives. Time will be spent at future meetings reviewing the duties, by-laws, and policies.

The library had received notification of grant monies which are being made available from the state to eligible libraries for matching funds of up to $20,000 for funding planning and design activities associated with library construction projects. In order to apply for these monies, the Board of Trustees must have an updated set of goals and objectives on file with the Board of Library Commissioners.

The Trustees reviewed the most recent set of goals and objectives and updated the objectives and supporting activities for FY1999 and FY2000 as applicable. The goals and objectives for FY2000, which are attached to these minutes, were approved by the Board.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Susan A. Therriault

* Betty Robbins cost of enumerating to tech. cable.

AGENDA
Trustees of the Boylston Public Library
October 7, 1998

Call Earl F.

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
*Friends
*Conference

Old Business
*Plumbing
*Window Washing

NewBusiness
*Mission Statement & Goals
*Special meeting with Foundation and Friends

Adjourn

Next meeting November 4, at 7:00 p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

October 7, 1998

The meeting was called to order at 7:15 p.m.

Present: Chair Susan Therriault, Kathy Blackmer, Trudy MacNamee, Helen Madore, Library Director Debby Perry.

The minutes of the September meeting were approved as is.

Trudy reported that she is still working on getting together with Joan Banks, previous treasurer, to get the books and to be bonded.

Debby reported that the Friends now have a slate of officers, including Letty Ridinger as President and Barbara Despres as Secretary. The Friends have reported that the Vehicle Fair was a big success. Comments that were expressed to members of the Friends were very positive. Those who attended seemed to have a very good time.

Debby also reported on her attendance at the New England Library Association (NELA) conference. She attended several sessions that she hopes will help her in dealing with some of our current and future plans. One session dealt with handling a capital campaign. This will be particularly helpful if the proposed building project goes through. The topic of another session was planning for technology. Debby commented that that made her aware of how much work we have to do in that regard. A third topic which she found helpful was for first-time supervisors. All in all, she felt is was a great conference for her at this time.

Debby accompanied Anita Hegarty, town manager, on a visit to West Boylston and a talk with Ellen Dolan, library director there. W. Boylston is on the final leg of an addition project. Ellen outlined some of the proceedure that must be followed during this project. One of the items mentioned was having a line item for technology. Technology must be kept current whether or not we get an addition.

Old Business - The plumbing problems have finally been taken care of. Also the windows have been washed. They really look nice. After a discussion with Don Parker about the trash pickup, it was discovered that we have overpaid. We will not have to begin paying again for 3-4 months. If we decide to change companies it would be better to wait till this period is over.

New Business - We really need to get going in the FY2000 Action Plan, which is the mission statement and the goals. Not only is this something we should do anyway, but it is required for the building program statement. Debby will make copies to be picked up sometime before the next meeting.

In trying to help explain what the building project is to the town, and to help publicize what's being done, Debby would like to invite Patience Jackson and Ann Larson, state consultants from the Mass. Board of Library Commissioners (MBLC) to make a return visit. This would be made into a much larger event than their first visit was. Many other organizations and townspeople will be invited. Debby will call and speak to them.

The meeting was adjourned at 8:15p.m.

AGENDA
Trustees of the Boylston Public Library
September 2, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
*Plumbing Problems
*Window Washing
*Change in trash collection

Old Business
*Needs Committee update

NewBusiness
*NELA Conference

Adjourn

Next meeting October 7, 1998 at **7:00** p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
September 2, 1998

The meeting was called to order at 7:00p.m.

Present: Chair Susan Therriault, Helen Madore, Kathy Blackmer, Charlie Hamilton, Cathy Richard, Trudy MacNamee, Library Director Debby Perry

The minutes of the June meeting were accepted.

Work is in progress to transfer the necessary paperwork and to have Trudy bonded.

Debby reported several plumbing problems that were incurred over the summer, especially a long-running problem with a leaky outdoor spigot that was discovered back in July. Altogether Debby and Paula had made 3 separate phone calls to Wagner Bros., but the spigot has yet to be repaired. Debby expressed special concern about that problem and one with a leaky valve in the women's bathroom, because with Fall nearly upon us with winter to follow, both of those rather minor problems could escalate very quickly. The question was raised as to whether we have to use Wagner's services or can we search for another service provider. Debby will check with Tracy at the M.O.B.

It appears that the windows in the library have been washed about every 1 1/2 years. Debby said they probably should be washed this fall. She'll checked to see who has done it before, and will also consider Steve Banks, if necessary.

Last week Debby was presented with a $164 rubbish removal bill, and at the same time was informed that the M.O.B. had dropped out of what had been a 3-way split of the bill. This means that Only the D.P.W. and the Library are left and that the bills will increase. Neither department had any forwarning of this and the cost will definitely impact he current budget. Debby estimated that the increase will be at least 25% of the current allotment. After a discussion, she was instructed to talk to Don Parker to see if he knows anything about why the bill is so high, if there's 1/3 less work to do. She will also call the M.O.B. to question the contract committment.

Debby announced that the Board of Library Commissioners (MBLC) is holding brainstorming initiatives around the state concerning the state's funding of library building projects. The nearest meeting to Boylston will be held at Worcester Public Library on Wednesday, Sept.16, 1998 at 6:00.

The Needs Committee made little progress over the summer. The committee shrank in size, due to some people leaving permantly, but also because of vacation schedules. Those that remain are committed. The next meeting will be Sept.9th. One delay is that Debby needs to come up with a 20 year plan as a part of any grant application. With the summer vacation schedule causing her to be a substitute, she has been hard presses to find the time to do this.
Debby expressed her concerns about the Friends of the Library organization. As last year ended, there was no president to keep things going over the summer. Also some reliable members have moved out of town, leaving the group small and leaderless. Since the group provides such valuable service to the library and to the town, she is concerned about its future. The first fall meeting is scheduled for Sept. 10th.

It was suggested that library patrons be required to have a library card in order to take out videos. Most of the patrons are known by sight, but for those who are not, employees should ask to see their card. The Trustees felt that all people who borrow vidoes should be library partons. A discussion and explanation followed about the expiration dates on the library cards.

Debby stated that she and Barbara would like to attend the NELA (New England Library Association) Conference being held in Providence next month. The Trustees agreed to reimburse registration and travel expenses. Then a discussion concerning workshops and other training for staff ensued. Debby remarked that the Central Library Region offers classes and workshops in a variety of subject areas. Usually the staff takes advantage of this service. These classes and workshops are free. The Mass. Board of Library Commissioners (MBLC) also offers programs and workshops, although not as many, nor as convient as those from CMRLS.

A motion was made to adjourn at 8:12 p.m.

Respectfully submitted,

Kathy Blackmer

AGENDA
Trustees of the Boylston Public Library
June 3, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Election of Officers

Director's Report

*Needs Committee: Results of Memorial Day survey
*Friends: Quilt, Memorial Day report
*Update on Children's Room grant

Old Business

*Joan Banks' Thank You
*Ramp update: Thank you to Jim Pappazisis, Industrial Arts teacher for sanding prior to painting. Also thank you to Peter Maki, Tahanto Athletic Director, who coordinated the painting and worked on the 1st Saturday. A special Thank You to Shaughn Dunlavey, who came back on the 2nd Sat. and finished the painting alone.

NewBusiness

*Roving Correspondent - report on Library of Congress
*Reminder that Deb will need signatures for payrolls and bill sheets for July and August.

Adjourn

Next meeting September 2, 1998 at **7:00**p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
June 3, 1998

The meeting was called to order at 7:22p.m.

Present: Helen Madore, Susan Therriault, Kathy Blackmer, Cathy Richard, Library Director Debby Perry.

The minutes of the May meeting were approved; there was no Treasurer's report.

An election of officers for the coming year was held. The results are as follows:

Chairperson - Susan Therriault
Vice Chair - Charlie Hamilton
Secretary - Kathy Blackmer
Treasurer - Trudy MacNamee

Debby reported that an informal survey had been conducted by the Needs Committee during the Annual Book Sale on Memorial Day. The result showed that the majority of the people questioned would be in favor of building an addition to the Library. She will report these results to the Foundation, which had originally charged the Trustees with setting up a Needs Committee.

Some members of the Friends have been working on a quilt to be raffled . The quilt has been finished and the tickets went on sale Memorial Day. They will continue to be sold throughout the Fall, with the drawing to take place just before Christmas.

Debby reported that the Community Partnership for Children grant that the Children's Room received was larger than first anticipated. Barbara Despres, Children's Librarian has been busy ordering, and then receiving and cataloging all of the many materials that the grant purchased.

Helen read a note of thanks from Joan Banks for the flowers that were sent to her for her many years of service.

Helen also had made a recent trip of the Library of Congress in Washington, D.C. She gave a brief report of all that she saw and learned there.

Debby reminded everyone that although there are no meetings during the months of July and August, there are still pay rolls and bill sheets that will need to be signed. She will call Trustee members when she needs their signatures.

The meeting was adjourned at 8:00.

Respectfully submitted,

Kathy Blackmer

AGENDA
Trustees of the Boylston Public Library
May 6, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report Caryl Baird will be coming to talk about a vehicle fair which the "Friends" are hoping to organize

*Needs Committee:
Tour of other additions and library buildings
Patience Jackson
*Reminder: Memorial Day Book Sale

New Business

*Thank You to Joan Banks
*Reminder: Town Meeting Monday, May 11, 1998 at 7:30
Need someone to read the articles

Old Business

*Review of By-laws and election of officers
*Ramp update

Adjourn

Next meeting June 3, 1998 at 7:00p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
May 6, 1998

The meeting was called to order at 7:10p.m.

Present: Chair Helen Madore, Susan Therriault, Cathy Richard, Kathy Blackmer, Trudy MacNamee, Library Director Debby Perry.

The minutes of the April meeting were approved; there was no Treasurer's report.

Caryl Baird, President of the Friends of the Boylston Public Library spoke to the group about the possibility of sponsoring a Vehicle Fair on the Hillside property (former Digital property) as a fund raiser for the library on September 27, 1998, a Sunday. She stated that she had spoken to the Land Reuse Committee, which was in favor of this idea. However, since the Friends are not a municipal organization, they would have to cover the cost of the liability insurance. This would seriously diminish the amount of money that could be raised. She asked if the Trustees would be willing to be the official sponsors. In this case, the liability insurance would be covered under the town's insurance, as the Board of Trustees is an official muncipal board. After some discussion and some questions, a motion was made by Cathy Richard and seconded by Kathy Blackmer to agree to sponsor this program. The vote was unanimous in favor.

Members of the Needs Committee, as well as Trustee Susan Therriault and Library Director Debby Perry, toured 3 nearby libraries on Saturday, May 3, 1998. Both Ayre and Westminster have recent additions and Shirley has a new building. This was strictly a fact-finding mission. There was much discussion about what was observed - both good points, as well as bad ones. Susan shared the many photos she took. An invitation was extended to the Trustees to join the Needs Committee on Wednesday, May13, 1998, as Patience Jackson, the state-wide building consultant for the Massachusetts Board of Library Commissioners will be the guest speaker.

Debby reminded the Trustees about the Annual Book Sale to be held at the Library, as part of the Memorial Day Celebration. This is the Friends' largest fund raiser of the year and needs everyone's support.

It was decided to send a bouquet of flowers to Joan Banks as a Thank You for her longservice to the Boylston Board of Library Trustees. Many of those years she also served as the Board's Treasurer.

Helen reminded the Trustees that the Annual Town Meeting was to be held on Monday, May11, 1998. There are 2 articles on the warrent relating to the Library; Helen will read one and Kathy R. will read the other.

A discussion was held relative to a by-law change regarding the position of Library Trustee Chair. A suggestion had been made at the April meeting to perhaps change the one position into 2, with one the Chair and the other the Chair-in-Training. The Chair-in-Training would assume the Chairmanship during a second year. After much discussion, it was decided to leave the office as it is currently.

Helen reported that she had spoken with the industrial arts teacher at Tahanto to see if he could get some boys to come to the library to paint the porch and ramp as a community service project. He reported back to her that no boys had volunteered. Helen said that she would continue to pursue the matter from a different perspective.

A motion was made and seconded to adjourn the meeting at 8:05.

Respectfully submitted,

Kathy Blackmer

AGENDA
Trustees of the Boylston Public Library
April 8, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
- *Needs Committee:
  - Tour of other additions and library buildings
  - Patience Jackson
  - Library Grant Money
- *Furnace Update
- * Thank You to Peter MacLeod

New Business
- *Election of Officers
  - Length of term
  - Idea of Vice-chair, Chair elect
- *Proceedure for bonding new Treasurer

Old Business
- *Painting the Ramp
- *Meeting time change

Adjourn

Next meeting May 6, 1998 at **7:00**p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
April 8, 1998

The Meeting was called to order at 7:35p.m.

Present: Chair Helen Madore, Joan Banks, Charlie Hamilton, Kathy Blackmer, Susan Therriault, Kathy Richard, Library Director Debby Perry.

Both the minutes of the March meeting and the Treasurer's report were accepted.

Debby reported that the Library Needs Committee has planned a tour of 3 nearby libraries, Ayre, Shirley and Westminster, which all have new additions or new buildings. She extended an invitation to the Trustees to join the tour on Saturday, May 2nd, beginning at 9:00 at the Library.

The Needs Committee and the Trustees will be trading meeting times beginning next month. The Trustees will hold their meeting on Wednesday, May 6th at 7:00p.m., while the Needs committee will meet at 7:00p.m. on Wednesday, May 13th. At that meeting, the Needs Committee will be host to Patience Jackson, a Library Building Consultant from the Massachusetts Board of Library Commissioners. The Trustees are welcome to attend that meeting, as well as their own.

The furnace is finally repaired, costing $260.06. Wagner's reported that they ordered a second part, exactly like the first, so that if this happens again (similar repairs were made to the men's and women's rooms in 2 yrs.) the necessary part would be in stock.

A discussion ensued about a way to thank Peter MacLeod for all the time and effort he volunteered to the Library over a period of several years. It was decided to wait until his move is final, and then to send a house-warming gift.

It was suggested that perhaps a new way to think of the Vice Chairman would be as that of Co-chair/Chairman-in-training. In this way, a person elected to the Vice Chair position would serve 1 year , and then automatically become the Chair for a 2nd year. This would make for a smoother transition and would provide some consistancy in the leadership position.This change may require a slight modification in the by-laws.

Joan Banks has agreed to help "train" a new Treasurer. This also includes the bonding proceedure.

It was decided to try again to get the ramp painted.The date was set for Saturday, May 16th after the Library closes at 2:00. The rain date in the following week, May 23rd. We already have the supplies, as they were purchased last fall. Helen will call for volunteers.

After a brief discussion of Library hours, it was decided to leave them as they are.

A motion was made and seconded to adjourn the meeting at 8:20.

Respectfully submitted,

Kathy Blackmer

AGENDA
Trustees of the Boylston Public Library
March 11, 1998

Signing of Bills

Call to Order

Welcome to New Members

Approval of the Minutes

Treasurer's Report

Director's Report
* Signing of Bills
*Barbara's Grant -
*Computer Monitor
*Printers - supplies - Staples

Old Business
*Needs committee update
*Leak in Restroom

New Business

Adjourn

Next meeting April 8,1998 at 7:30 p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
March 11, 1998

The meeting was called to order at 7:33.

Present: Chair Helen Madore, Susan Therriault, Joan Banks, Kathy Blackmer, Cathy Richard, Library Director Debby Perry.

Both the minutes of the February meeting and the Treasurer's report were accepted.

It was decided that beginning with the May meeting, the meetings will be held on the first Wednesday of the month (May 6), and the time will be changed to 7:00.

Barbara Despres, the Children's Librarian, has been invited to participate in a program called "Community Partnership for Children" sponsored by the YMCA. Upon acceptance of her written proposal, the Children's Room will be awarded a one-time-only grant with which to purchase materials for children aged 2.9-5.

Debby reported that the monitor that came with the computer which was purchased through CW/MARS died suddenly earlier this month. After receiving advice from the regional consultant, the company from which it was purchased was notified. A new monitor was shipped and the dead one was returned. However, the replacement monitor, which was a reconditioned one, did not work properly. Arrangements have been made for yet another monitor to be shipped to us. This time, however, the Data Expert company will pick up the cost of the return shipment.

The 2 new printers that were ordered from Staples have arrived. There were a few glitches with this order, but eventually, all of the items which were included in the order, in addition to the printers finally arrived. One of the printers is already hooked up and working well in the Children's Room. The other one, which is to be paired with the upstairs computer, will probably be hooked up next week.

The Boylston Public Library Needs Committee has been organized and has held its first meeting. Although not everyone could attend the first meeting, the total number of members will probably be about 15. Various groups within the community are represented. The discussion was lively and positive. Mary Beth Litofsky and Betty Bouchard volunteered to be co-chairs.

The leak in the pipe in the ladies' restroom has not been fixed yet. Debby called Wagner's for an update on the situation and learned that there had been a problem with the part that had been ordered. The leak is not severe, though, and will probably be repaired soon.

The wall behind one of the bookshelves in the Children's Room has finally been repaired. Don Parker sent a small crew in earlier this week to make the repairs.

A motion was made and seconded to adjourn the meeting at 8:30.

Respectfully Submitted,

Kathy Blackmer

AGENDA
Trustees of the Boylston Public Library
February 11, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report
- *Notification of receipt of State Aid
- *Newsletter from MLTA
- *Charge card from Staples
- *Change in Paula's and Debby's Sat. hours
- *Town Accountant's new hours - changes for Director/Trustees
- *Reminder of Budget hearing- **Tues. Feb.17, at 7:45pm**

Old Business
- *Peter MacLeod's letter of resignation
- *New Trustee applicants
- *Needs committee update
  Set date for first meeting

New Business
- *Leak in rest room

Adjourn

Next meeting March 11,1998 at 7:30 p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
February 11, 1998

The meeting was called to order at 7:35p.m.

Present: Chair Helen Madore, Joan Banks, Charlie Hamilton, Kathy Blackmer, Library Director Debby Perry.

A motion was made by Charlie Hamilton to accept the minutes of the Jan.14, 1998 meeting. It was seconded by Joan Banks. The vote to accept was unanimous.

The treasurer's report was made and a motion to accept was made by Charlie Hamilton. It was seconded by Helen Madore. The vote to accept was unanimous.

Debby reported that she had received notice that the Library had been awarded the annual State Aid. Although there is no specifice way in which this money must be used, the Library must meet stringent requirements in order to receive it.

A newsletter of the Massachusetts Library Trustees Association (MLTA) arrived at the Library this past month. It was the first newsletter since the Trustees voted to have Debby join. She pointed out an article, which was really a review of a conference session, that dealt with the decision whether to build a new building or to renovate an old one.

Debby reported that she and Barbara Despres, the Children's Librarian, had been shopping for printers. She reminded the Trustees that money had been allocated in this fiscal year to purchase 2 new ones. They found what they wanted at Staples, but could not buy them outright, as Staples doesn't invoice. A motion was made by Joan Banks, and seconded by Helen Madore to allow Debby to take out a Staples charge card to be used for the Library. Debby also said that the old adding machine had finally quit and she would be purchasing another one of those along with the printers as soon as the charge card application was approved.

Debby also apprised the Trustees about a change in the Saturday working hours that should help to Library to save some money in employee pay. She and Paula are each going to work alternating Saturdays each month. The weeks that Paula works on Saturday, she does not work on Thursday. The weeks that Debby has Saturdays off, she makes up her hours at other times.

Payroll time sheets and monthly bill sheets are now due in the Treasurer's office on Tuesdays rather than Thursdays. Although this does not effect the time sheets much, it does create a problem with the bill sheets. Since our meetings are on Wednesdays, they come after the bill sheets are due. Occassionally in the future, the bill sheets may have to be prepared early and the Trustees will need to be called to sign them early. Beginning in June, we hope to move our meetings back to the 1st Wednesday of the month, although this may not help much with the bill sheet problem.

A letter of resignation from Peter MacLeod was read by Helen. A motion to accept with regret was made by Joan and seconded by Charlie. A copy of Peter's letter will be forwarded to the town clerk's office.

A discussion arose then concerning filling the vacancy on the board created by Peter's resignation. Kathy Richard was nominated by Helen and seconded by Charlie. Kathy was unanimously voted onto the Board Helen will call her to let her know. Debby will make an appointment with the selectmen for their vote.

Library Needs Committee Update: Most people who were asked to serve on this committee responded positively. A few were not able to serve at this time.It was decided to call the first meeting for Wednesday, March 4, 1998. Helen and Debby will work together to get post cards out to all those who agreed to serve.

Debby noted that there was a leak in the ladies' rest room, but that a part was on order from Wagner's and the problem would be taken care of soon.

On a motion by Kathy, seconded by Charlie, the Trustees voted to adjourn at 8:30.

Respectfully submitted,

Kathy Blackmer

AGENDA
Trustees of the Boylston Public Library
January 14, 1998

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report

Old Business

*Consider Trustee applicants Susan Theriault

*Consider Library Needs Committee candidates

*Final Budget approval

New Business

Adjourn

Next meeting February 11, 1998 at 7:30 p.m.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Jan. 14, 1998

Meeting was called to order at 735PM.

Present: Chair Helen Madore, Peter MacLeod, Kathy Blackmer, Charlie Hamilton, Library Director Debbie Perry.

Charlie Hamilton made a motion, seconded by Helen Madore, that the Minutes for the Dec. 10th meeting be approved. The vote to do so was unanimous.

Charlie made a motion that a brief Treasurer's report from the absent Joan Banks be accepted. Peter seconded the motion and the vote was unanimous to accept the report.

Debbie Perry announced that the Library Newsletter was being printed at the Central Mass. Regional office and would then be assembled by volunteers from the Friends of the Library.

Debbie said that 2 new multi media racks for CD ROMS were now in use and were also used for "read along tape/books."
Debbie also said she had sent a thank you note to the Boylston Garden Club for Christmas decorations. She said $1240.00 of trust funds had been used to start a CD ROM collection.

There were 3 applicants for Library Trustee to finish the term of Lisa Coorssen who had moved to Arizona. The three interested people are: Rita Fuller, Linda Oroszko and Susan Therreault. Charlie made the motion, seconded by Peter, to recommend to the Boylston Board of Selectmen that Susan Therreault be appointed to fill Lisa's term. The vote was unanimous for Ms. Therreault who has a degree in Library Science. The board agreed to encourage both Rita Fuller and Linda Oroszko to run for Library Trustee in the coming Spring Election. There was some question about the length of the terms for Library Trustee. Debbie said she would research that with the help of Town Clerk Cindy Adams and have information for the Feb. Trustees meeting. She will also notify Selectmen about the Board's recommendation of Susan Therreault for the Trustee vacancy.

There was considerable discussion about the formation of a Library Needs committee. The committee will look into the issue of an addition for the library. The following prospective Needs Committee members will be contacted in time for the Feb. Trustees meeting:
Elderly Rep.: Jane Newcombe (Helen)
Student Rep.: Ericka MacLeod (Peter), Charlie will try and recruit a male high school student at Tahanto.
Professional: ~~Bob Bourassa~~ (Helen), Bill Masiello (Kathy)
Parent: Sara Connor (Helen), Debby Murphy (Kathy)
Business Person: Mark Wagner (Charlie)
Foundation Rep.: Ann Rossow (Peter)

Prospective Needs Committee members (contd)

Town Official: Ruth Adams (Peter), Betty Seymour (Helen)
Lawyer: Gerry Donnelly (Charlie)
Clergy: Lisa Hildebrand (Helen)
Trustee: Helen Madore volunteered to serve.
Friends Rep.: Cindy Erle Y (Debbie Perry will contact)
Librarian: Debbie Perry agreed to serve.
Computer skills person: Ken Alden Y (Debbie will contact)

The committee once formed will be encouraged to meet on the first Wed. of each month if possible. Trustees agreed to bring results of their contacts to the Feb. meeting of the Trustees.

Debbie presented a revised fiscal year 1999 Library Budget to the Trustees reflecting a 4 percent pay raise for Library workers with the exception of the Pages who had received a Minimum Wage hike. On a motion by Charlie, seconded by Kathy , the Trustees voted unanimously to accept the revised budget and have it forwarded to the Town Finance Committee for review. The Trustees were again reminded of a Feb. 17th, 745PM meeting with the Finance Committee concerning that budget.

The next meeting of the Board of Trustees is Feb. 11th at 730 PM.

On a motion by Charlie, seconded by Peter, the Trustees unanimously voted to adjourn at 837PM.

Respectfully Submitted,
Peter MacLeod
Peter MacLeod

AGENDA
Trustees of the Boylston Public Library
December 10, 1997

Signing of Bills

Call to Order

Approval of the Minutes

Treasurer's Report

Director's Report

Old Business

New Business
Advertising for new Trustee Put note in newsletter about needing new Trustee

Budget

Adjourn

Next meeting January 14, 1997 at 7:30 p.m.

Thank you to [illegible] club for [illegible]

Library Needs

H [illegible] - Jane Macomb

P. [illegible] Erica McLeod

[illegible] H Sara Connor. Debbie Murphy (K)

C. [illegible] ~~Bob Barbetta, Eric Quist~~ Mark Wagner

[illegible] Helen

[illegible] Ann Rosen (P)

H [illegible] Bob Barbetta, Eric Quist

[illegible] (P) Rick Adams, Betty Seymour (H)

[illegible] me

H Clergy - Lisa Hildebrandt

Lawyer Gerard Donnelly

Architect - Mike Thurston

K Billy Masiello

Friends Cindy Erle, (me)

Computer - Ken Alden

Parent Coord Ann Ancona

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Dec. 10, 1997

Meeting was called to order at 732PM.

Present: Chair Helen Madore, Treasurer Joan Banks, Secretary Peter MacLeod, Charlie Hamilton, Kathy Blackmer, Library Director Debbie Perry.

The Minutes of the Nov. 12th meeting were accepted with two corrections: Treasurer Joan Banks investigated where the money should come from to pay an overdue Worcester Telegram bill. She determined that the money should come from the Library budget and she payed the bill. Deborah Perry agreed at the Nov. 12th meeting to look into advertising on the town cable channel for a new Library Trustee.

A letter had been received from Lori Stalteri of the State Board of Library Commissioners thanking the Board for the opportunity to meet with us on November 12th.

Debbie announced there would be a Christmas Open House at the library on Sat. morning, Dec. 13th at 9AM.

Joan Banks' Treasurer's report was accepted on a unanimous vote.

The Board agreed not to replace a broken valve on the library furnace. According to Wagner Bros. Oil Co. the valve had never worked properly to begin with and was not necessary for efficient heating of the library and would cost at least $1500.00 to replace. The valve was supposed to be a monitor for the outside air temperature and was supposed to adjust the furnace accordingly.

Debbie reported that the Tahanto art students had completed a painting in the Children's room of the library. Debbie agreed to send a thank you letter to teacher Lindsey Blackler and her students.

Chair Helen Madore asked Joan Banks to advertise for a new Library Trustee on the town cable TV channel and she asked Debbie to put an item in the Banner and the Library Newsletter asking anyone interested to contact Helen.

Debbie said the newsletter is now called "The Binder".

New notebooks were given to Trustees Kathy Blackmer and Charlie Hamilton.

The Board agreed to the following categories for the new Library Needs Committee: Rep. of the Elderly, Rep. of students, one Professional with expertise in architecture, at least one Parent, A Rep. of Business in town, a Rep. of the Board of Trustees, A Rep. of the Library Foundation the Library Director and a town official. Each Board member will think of candidates for these positions for the

January meeting.

Joan pointed out that the town Garden Club had decorated the Library with wreaths. Debbie said she would write a thank you letter to them.

The Board studied the proposed Library Budget for fiscal year 1999. The Board agreed with Debbie on the following increases for items in the new budget:
Fuel, from $3000 to $3090
Electricity from $2500 to $2575.
Telephone from $1000 to $1030
Supplies from $3000 to $3200
Equipment/Reapirs from $3600 to $3708.
Travel/Training/Dues from $700 to $800.
Water from $70 to $100
Audio Visual from $1500 to $1750.
Books/Periodicals from $17750 to $18283
Postage/Mailings from $950 to $980
Programs from $200 to $220.

The Board agreed to recommend a 4 percent wage hike for all library employees except for the pages who received a min. wage hike last year

Charlie suggests, in the future, putting Audio Visual material and Books/Periodicals together in one budget item. Debbie agreed to do this because of the trend toward more and more use of ~~demand for~~ CD's, tapes, audio books, videos, etc.

Joan Banks said she had received one complaint from a library patron about excessive noise in the library.

Kathy suggested putting a computer on line to help with circulation but Debbie said that would be too expensive considering the small size of the Boylston Library.

Peter agreed to write a thank you letter to outgoing Trustee Lisa Corrsson thanking her for her service.

On a motion by charlie and a second by Kathy, the meeting adjourned at 835 PM.

The next meeting of the Board of Trustees is set for Wed. night, January 14th at 730 PM.

Respectfully Submitted,
Peter MacLeod
Peter MacLeod

Agenda
Trustees of the Boylston Library Meeting
Nov. 12,1997

Signing of Bills

Call to Order

Program by Mass. Board of Library Commissioners

Approval of minutes

Treasurers Report

Up-Date of T&G bill-- Peter MacLeod letter explaining dispute mentor names, etc. amts, etc.

Handicap Ramp

Directors Report

New Business
Resignation Of Lisa Coorssen

Budget

Adjourn

next meeting Dec. 10, 1997 at 7:30 p.m.

1. search for new trustee

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Nov. 12, 1997

Present: Chair Helen Madore, Joan Banks, Peter MacLeod, Charlie Hamilton, Lisa Coorssen, Kathy Blackmer, Library Director Debbie Perry. Also present were John Arnold, a member of the Mass. Board of Library Commissioners and Lori Stalteri, a Public Library Trustee and Friends Liaison who is attached to the Library Commissioners as a staff member. Meeting was called to order at 735PM

John Arnold explained that the State Board of Library Commissioners as the oldest state library authority in the country. It consists of 9 Commissioners appointed by the Governor and 30 staff members. John said there is a feeling that the Trustees of libraries around the state do not know much about the Commissioners so they are going to meetings to explain and have attended about 100 so far.

Lori Stalteri said the Commissioners are hiring a person to deal with building construction issues for communities which have a population of less than 10,000. She also said the Commissioners will be sponsoring a fund raising workshop in Natick on December 6th. She also passed out a number of fact sheets, including one which gave information about the website the commissioners have established "MLIN". Lori said that school libraries and other types of libraries are now linked together in a technological network across the state. Lori also talked about a disaster plan for libraries, a quarterly newsletter the commissioners put out and a Technology Plan for libraries in the state.

John Arnold said that two things are important in planning for any possible addition to the Boylston Public Library:
1. Find out the library's future needs of up to 20 years.
2. Make sure we get town meeting approval before moving ahead with any construction plan even if we don't plan on using town money.

He said the community has to be committed to the library expansion! He recommended we stay in close touch with Patience Jackson of the Library Commissioers and Jen Charboneau of the regional office. He said there currently is a bill in committee in the State Legislature which would provide up to 7 years of funding for library construction and provide a steady stream of funds for projects. He also said the makeup of a Library needs committee is not that important as long as the committee members are committed to their task. In other words he did not see problems with Trustees and Foundation members being part of the Needs Committee if such a committee is approved by the Trustees.

The Minutes were approved from the Oct. 8th meeting of the Trustees.

Joan Banks gave the Treasurer's report which was approved. It was agreed to have Joan pay the ~~Worcester Telegram $133.50~~ Boylston Bridge which is half of what the newspaper was claiming the Trustees owed for an advertisment advertising for a new library director last February.

Peter MacLeod explained that the ad was placed initially in the wrong section of the Classifieds. The paper had been sending bills asking for the full payment for the two Sundays that the ad ran. That bill grew to over $270.00 with finance charges tacked on. On a motion by Peter and a second by Charlie Hamilton, the Trustees voted to pay the $133.50 with no finance charges

It was decided to put off the sanding and painting project involving the Library handicapped ramp until Spring. Debby Perry said that she has the paint and supplies which she will store.

Debby also said she would put off 1998 budget discussion until the December meeting of the Board.

Debby said the town is installing a new phone system to link all town depts. She said the Lib. phone number will remain the same. She isn't sure how the billing will work.

Lisa Coorssen announced her resignation from the Board because of a family move to Arizona. Lisa's resignation letter was read to the Board. Debby agreed to advertise for a replacement for Lisa on the Town TV channel

Peter MacLeod reported on Library Foundation activity. Included were the final figures on the June golf tournament to benefit the library. Peter said the Foundation earned $9,975.37 when all was said and done. He also announced that the 1996 Annual appeal raised a record $7,829.50. Peter said that because of the financial success of these two fund raising efforts for the library it was decided by the Foundation Board of Directors to ask the Trustees to establish a Building Needs Committee for the Library. The Foundation believes the task cannot be put off any longer if we hope to apply for state funds. The Trustees voted unanimously to do so and will hopefully have some names of prospective committee members and leaders by the Dec. meeting Debby said she would go ahead with her previously announced plans to attend the meetings of various town organizations to get input on how the town feels toward library expansion. Joan Banks made the motion Helen Madore seconded on the vote to establish a building needs committee.

The next meeting of the Trustees is set for Dec. 10th at 730 PM.

On a motion by Charlie and a second by Helen, it was voted to adjourn at 900PM.

Respectfully Submitted,
Peter MacLeod
Peter MacLeod

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Nov. 12, 1997

Present: Chair Helen Madore, Joan Banks, Peter MacLeod, Charlie Hamilton, Lisa Coorssen, Kathy Blackmer, Library Director Debbie Perry. Also present were John Arnold, a member of the Mass. Board of Library Commissioners and Lori Stalteri, a Public Library Trustee and Friends Liaison who is attached to the Library Commissioners as a staff member. Meeting was called to order at 735PM

John Arnold explained that the State Board of Library Commissioners as the oldest state library authority in the country. It consists of 9 Commissioners appointed by the Governor and 30 staff members. John said there is a feeling that the Trustees of libraries around the state do not know much about the Commissioners so they are going to meetings to explain and have attended about 100 so far.

Lori Stalteri said the Commissioners are hiring a person to deal with building construction issues for communities which have a population of less than 10,000. She also said the Commissioners will be sponsoring a fund raising workshop in Natick on December 6th. She also passed out a number of fact sheets, including one which gave information about the website the commissioners have established "MLIN". Lori said that school libraries and other types of libraries are now linked together in a technological network across the state. Lori also talked about a disaster plan for libraries, a quarterly newsletter the commissioners put out and a Technology Plan for libraries in the state.

John Arnold said that two things are important in planning for any possible addition to the Boylston Public Library:
1. Find out the library's future needs of up to 20 years.
2. Make sure we get town meeting approval before moving ahead with any construction plan even if we don't plan on using town money.

He said the community has to be committed to the library expansion! He recommended we stay in close touch with Patience Jackson of the Library Commissioers and Jen Charboneau of the regional office. He said there currently is a bill in committee in the State Legislature which would provide up to 7 years of funding for library construction and provide a steady stream of funds for projects. He also said the makeup of a Library needs committee is not that important as long as the committee members are committed to their task. In other words he did not see problems with Trustees and Foundation members being part of the Needs Committee if such a committee is approved by the Trustees.

The Minutes were approved from the Oct. 8th meeting of the Trustees.

Joan Banks gave the Treasurer's report which was approved. It was agreed to have Joan pay the Worcester Telegram $133.50 which is half of what the newspaper was claiming the Trustees owed for an advertisment advertising for a new library director last February.

Peter MacLeod explained that the ad was placed initially in the wrong section of the Classifieds. The paper had been sending bills asking for the full payment for the two Sundays that the ad ran. That bill came to over $270.00 with finance charges tacked on. On a motion by Peter and a second by Charlie Hamilton, the Trustees voted to pay the $133.50 with no finance charges

It was decided to put off the sanding and painting project involving the Library handicapped ramp until Spring. Debby Perry said that she has the paint and supplies which she will store.

Debby also said she would put off 1998 budget discussion until the December meeting of the Board.

Debby said the town is installing a new phone system to link all town depts. She said the Lib. phone number will remain the same. She isn't sure how the billing will work.

Lisa Coorssen announced her resignation from the Board because of a family move to Arizona. Lisa's resignation letter was read to the Board. Debby agreed to advertise for a replacement for Lisa on the Town TV channel

Peter MacLeod reported on Library Foundation activity. Included were the final figures on the June golf tournament to benefit the library. Peter said the Foundation earned $9,975.37 when all was said and done. He also announced that the 1996 Annual appeal raised a record $7,829.50. Peter said that because of the financial success of these two fund raising efforts for the library it was decided by the Foundation Board of Directors to ask the Trustees to establish a Building Needs Committee for the Library. The Foundation believes the task cannot be put off any longer if we hope to apply for state funds. The Trustees voted unanimously to do so and will hopefully have some names of prospective committee members and leaders by the Dec. meeting Debby said she would go ahead with her previously announced plans to attend the meetings of various town organizations to get input on how the town feels toward library expansion. Joan Banks made the motion Helen Madore seconded on the vote to establish a building needs committee.

The next meeting of the Trustees is set for Dec. 10th at 730 PM.

On a motion by Charlie and a second by Helen, it was voted to adjourn at 900PM.

Respectfully Submitted,
Peter MacLeod
Peter MacLeod

BOYLSTON LIBRARY TRUSTEES
Agenda for the meeting of October 8, 1997

Signing of bills

Call to order

Report of Boylston Public Library Foundation Treasures & Chairperson on trust funds

Approval of Minutes of September 10,1997

Treasurer's report

Director's report

Old Business
T&G bill

New Business
Open meeting law
Resignation of Joyce Greenfielf

Open Discussion

Adjourn

Reminder: Meeting with Selectmen Monday Oct 20,1997 to appoint new board nember

to access Foundation memorial funds - send copy of invoice to foundation treasurer.

T + G - corrected it & didn't change - so claimes

Peter will follow up.

---

open meeting law

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
OCT. 8, 1997

Present: Helen Madore, Charlie Hamilton, Joan Banks, Lisa Coorssen, Peter MacLeod, Asst. Library Director Paula Peterson.

A special meeting was called to order by Vice Chair Helen Madore at 718 PM. Kathleen Blackmer was nominated unanimously by the Board as a new Trustee to take the place of Joyce Greenfield who has moved to Gig Harbor, Washington. The Boylston Board of Selectmen meet on October 20th at 7PM to act on the nomination. The Board unanimously voted in favor of a proposal by Joan Banks that in the future, the Trustees publicly advertise.for residents of town that might be interested in filling any vacancy on the Board. Part of the motion states that only Board members will approach potential new Board members when an unexpired term must be filled. The special meeting adjourned at 730 PM.

The regular meeting of the Board of Trustees was called to order at 731 PM by Vice Chair Helen Madore who was the Acting Chair in the absence of Joyce Greenfield. Bill Kennedy and Earl Farmer were present representing the Boylston Public Library Foundation. Bill, who is the Foundation Treasurer, said it his understanding that there are two ways a gift can be purchased in the memory of a deceased person. He said the money , in the person's name, can be given to the Board of Trustees which will then work with town Tax Collector Donna Erickson to use the money. Or it can be given to the Library Foundation. The Librarian can then purchase a gift in the person's name and the Foundation can be billed for it. Bill said the Found. has records of Memorial Funds.

The minutes of the Sept. 10th Trustees meeting, with one correction, were unanimously approved.

Joan Banks gave the monthly Treasurer's report which was unanimously approved on a motion by Charlie Hamilton , seconded by Helen Madore.

Paula reported that Library Director Deborah Perry was ill but hoped to be back at work by Sat., Oct. 11th.

Paula said that the new Library Page, Amie Humphrey, was doing a fine job.

The Library Cleanup Day of Oct. 4th was postponed. Charlie said he would sand the handicapped ramp surface and special non-skid paint will be used on the ramp. Paula said she would call the Trustees when library ~~trustees~~ employees are ready for another cleanup day. It will be after the ramp has been sanded.

Paula reported that Tahanto art students under the direction of teacher Lindsey Blackler will paint a new mural for the Children's Room but they cannot use Disney characters because of copyright laws. Paual said Ms. Blackler and the students will have original proposals

by October 14th and hope to start work on November 4th.

Children's Librarian Barbara Despres has started a book discussion group for children in Grades 4 thru 6 and 8 students have already signed up for the group.

Paula reported problems with the library heating system. She said Wagner Oil told her a temporing valve is malfunctioning but the Library will continue to receive heat while the problem is investigated further.

Peter reported that information about a $275.02 bill the library owes the Worcester Telegram and Gazette , is hard to come by. Account Executive Ann-Marie Balcom told Peter that her reading of the records indicate the ad was initially placed in the wrong section of the classifieds but she claims the problem was corrected and the library was not charged for two days the ad ran in the professional section of the classifieds. The bill , with interest piling up, is for the rest of the time the ad ran in the correct section, she said. Unfortunately former Trustees Chair Dan Shanahan has not responded to several messages left on his answering machine. Lisa and Joan both suggested that the newspaper give proof of exactly where and when the ad ran before any decision is made about paying the bill. Peter agreed to keep investigating and pursuing the matter.

Paula reported about the inadvertant breaking of the Open Meeting Law in September in applying for a liquor license for the going away party for former Chair Joyce Greenfield. Librarian Deborah Perry, in a letter to Trustees, said she had broken the Open Meeting Law by taking votes over the phone regarding the party for Joyce and the liquor license which was needed. Selectmen have sent each Trustee a copy of the Open Meeting law, An emergency meeting of the Board should have been called.

Helen said she had received Joyce's resignation letter. Peter agreed to write a letter to Joyce,thanking her for service on the Board,on behalf of the Board.

A motion to adjourn the meeting was made by Charlie and seconded by Joan and then unanimously approved by the Board at 817 PM.

The next meeting of the Board of Trustees will be with Selectmen on Oct. 20th at 700PM. The next regular meeting of the Board will be at 730PM on November 12th.

Respectfully Submitted

Peter MacLeod

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
SEPT. 10, 1997

Present: Charlie Hamilton, Joyce Greenfield, Helen Madore, Joan Banks, Peter MacLeod, Lisa Coorssen (new member of the Board), Librarian Deborah Perry.

The meeting was called to order by Chair Joyce Greenfield at 735PM.

Joyce announced she was resigning due to the fact she and her family are moving to Gig Harbor, Washington within the next month. Joan Banks said she would ask Rita Fuller if she wanted to come back on the Board to replace Joyce.

Peter MacLeod said he would contact former Trustee Chair Dan Shanahan about a bill we keep getting from the Worcester Telegram and Gazette claiming the Board owes $267.00. It is our understanding that the bill is for an ad for the Head Librarian's job which the Board placed last winter. The problem is that the ad was placed in the general "help wanted" section and not in the "professional" section as was requested. It was Dan's opinion that we should not have to pay any of it but we'll check with him and try and figure out who we should talk to at the Telegram and Gazette. Peter will report back to the Board at the October meeting.

The Board unanimously voted to authorize Deborah to join the Mass. Library Trustees Association with $15.00 in annual dues. Joan Banks made the motion which was seconded by Charlie Hamilton.

Joan gave the Treasurer's report. There was a question that arose concerning who controls Memorial Funds at the library, the Trustees or the Library Foundation? It was decided to invite Foundation Treasurer Bill Kennedy to the next Trustees meeting to try and clear up the matter.

It was decided to have Saturday, October 4th designated "Library Beautification Day" with work to start at 800 AM. The Library porch and handicapped ramp are badly in need of painting and repairs. Debbie will investigate the correct kind of paint to use and will check with Highway Supt Don Parker about federal rules regarding the "treads" on the ramp. Joyce suggested blocking off the front entrance of the library on this day and there will be an amnesty for books and tapes due on that day although the back of the library will be open. Joan said she would check with Rita Fuller about the Garden Club's plans for the area between the handicapped ramp and the library building.

Debbie reported she was working on two annual reports for the state, one pertaining to circulation and the other concerning finances. She said she would attend a workshop to learn more about the reporting method since up to $30,000.00 in state aid is dependent upon these reports being done correctly.

Debbie reported she hired a new Library Page, 15 year old Amie Humphrey, a sophomore at Tahanto High School.

Debbie also informed the Board of a burglary at the Library in which money from the copier and several books were taken. The books were eventually returned but were damaged and the money was never recovered, The Board advised Debbie to ask the town Police Cheif whether or not to formally report the larceny.

Debbie will continue to investigate the possibility of ending at least some of the fines for overdue materials. She used the example of West Boylston which set up a donation account which has been bringing in more money than book fines used to. West Boylston still has fines for overdue Videos however. Right now all of the Boylston Library Fine revenues go to the town. Debbie said she would talk to Town Accountant Gary Suter about the possibility of Boylston doing the same thing West Boylston is regarding the fines. Is there a state law that all fines go to the town coffers or is that just a town law?
The Board also agreed to allow Debbie to start making the third notice for overdue materials, a bill. She said she already has tried making phone calls instead of sending a post card on the first notice for overdue materials. Debbie said alot of this is part of her campaign to make the Boylston Public Library more "user friendly" and attract more people. She will have another report for the Board on all of this in Ocotber.

Debbie reported that Tahanto art teacher Lindsey Blackler and her studnets planned to paint a new wall mural for the Children's Room. Children's Librarian, Barbara Despres, is coordinating this project. Debbie said she would investigate possible copyright issues if characters from popular children's books are to be painted on the wall.

On a motion by Charlie Hamilton, seconded by Helen Madore, the Board voted to adjourn the meeting at 908 PM.

The next Library Trustees Meeting will be October 8, 1997 at 730 PM.

Respectfully Submitted,

Peter MacLeod

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
JUNE 4, 1997

Present: Helen Madore, Charlie Hamilton, Joyce Greenfield, Peter MacLeod, Librarian Deborah Perry. Absent: Joan Banks, Rita Fuller.

The meeting was called to order by Joyce Greenfield at 721 PM.

A motion was made by Charlie Hamilton and seconded by Joyce Greenfield to accept the May minutes and it was agreed to go back to meeting the 2d Wed. of each month in Sept.

Rita Fuller's letter of resignation was read and accepted. Rita said the reason for her resignation was her recent move to Florida. There was discussion of a replacement for Rita. It was agreed to to send a note to Rita with all of us signing it , thanking her for her hard work over the past several years.

Joyce mentioned the latest issue of "Cracker Crumbs" and its article on "Sexually explicit"material on the Internet and whether children should be controlled in a library which has access to the Internet on its computers. Joyce reminded the board members its a problem that may soon have to be addressed by the board.

The Board voted unanimously to increase the Children's Library portion of the annual budget for books and periodicals and audiovisuals from 24% to 27% or a total of $5000.00 up from $ 4,762.00. Deborah had presented research showing other libraries children percentages ranged from 18% to as high as 33%. Deborah also presented statistics showing the usage of the Children's Library had showed a significant increase since July of 1994. Peter Macleod made the motion to increase the children's allotment , it was seconded by Helen Madore.

The Board instructed Deborah to contact a carpenter concerning a wall-board that was pulling away from the wall in the Children's Room. Deborah also said she would contact the Tahanto High School Art Dept. about a new wall mural for the Children's Room.

Deborah reported that a woman in town had donated $200.00 to be used for the Children's Room. Charlie suggested a "wish list" for the Children's Room and the possibility of a sperate fund account for the Children's Room was discussed.

Deborah explained the NYNEX "measured local/regional calls" system. The more you spend the bigger percentage discount you get. If you don't qualify you just pay the regular rate. She thought this would be a good idea for the library.

It was agreed to close the library on July 5th.

Deborah reported on the continued decline in Adult circulation at the

library and asked what could be done to make the place livelier. Some of the suggestions from the Board included increased use of the local cable access channel for special programs, more book displays, taking a survey of town residents, Deborah said she would go to the service groups in town with a survey asking what they like and don't like about the library. And she said she would introduce herself to the elementary and high school librarians. She said she would also ask regional library officials for their input.

Deborah said she would investigate the issue of ending fines for overdue books at the Boylston Public Library. She said she will survey other libraries that have adopted such a policy to see how it is working. Deborah also said she was having her first staff meeting on Thursday June 5th.

The Board agreed to use money from the Training Expenses account to reimburse Children's Librarian Barbara Despres for a course she took at Framingham State College. Barbara got an A minus and will be reimbursed for 50 % of the cost of the course. The board also voted to reimburse 50% of the cost of a course taken by Deborah. the motion was made by Helen Madore and seconded by Joyce Greenfield. That money will come out of the new 1997-98 budget.

Deborah said she is looking for a library Page and will contact Tahanto to see if any student is interested. Meanwhile former Page Matt Cogswell will take over some of the duties.

Joyce said she will again try and contact former Board Chair Dan Shanahan concerning a $283.00 bill from the Telegram and Gazette for an advertisement for a new Librarian. The problem was that the ad was placed in the wrong section of the paper.

Joyce also said she would send out material on the Open Meeting Law to board members.

The Board voted unanimously to ask the Friends of the Library for money to purchase a CD player to provide background music in the Library. The motion was made by Helen Madore and seconded by Joyce Greenfield.

On a motion made by Helen and seconded by Charlie, the Board voted to adjourn the meeting at 855 PM. The next regular meeting of the Board will be at 715 PM , Sept. 10th. There may be a special meeting before then which will take place with the Board of Selectmen for the purpose of appointing a new Board member to replace Rita Fuller.

Respectfully Submitted,

Peter 2. MacLeod

Peter MacLeod

pay week - next. my
next - pay week - next week

Bill
Schedule

Trustees Meeting 6/4 97

1. ~~Jack~~ Wall behind 900's in children's room is bowing out away from foundation
   a- Also shelves holding that wall are also "swagging." Don't know if parts are related.

2. Barb would like to re-paint J.J (picture book) area. Now has "jungle" painting. Would like to modernize. Suggest approaching art dept. at high school.

3. July 5th Sat. (Yes.)

4. Donation to children's room

5. Article in May 12th Cracker Crumbs about Focus groups vs Surveys

6. Digital Library up for NYNEX Business Link program.

7. Ideas for next fall.
   a. Survey to find out what residents really want in their library
   (b)- No fines - just reminders (verbal - phone)
   Yes, however

8. Barbara's note. Would Trustees be willing to help me as well?

9. Jenny

Bank - $5,000

Speak to Don Parker about wall in C Room.

Barb - work list

Paint ramp & purch Sept? What kind of paint?

Have libs suffered extra losses after discontinuing fin

Joan Sanks -

Get Barb's tuition bill

Comes out of Travel, Training budget

Ask "friends" for small CD player for use in library.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 7, 1997

Present: Helen Madore, Peter MacLeod, Rita Fuller, Charlie Hamilton, Joyce Greenfield, Debby Perry
Absent: Joan Banks

The meeting was opened at 7:25.

A motion was made by Peter MacLeod and seconded by Joyce Greenfield to hold the election for officers for May 1997 through June 1998 in May, rather than in June. It was felt that the officers needed to be in place before the annual Town Meeting.

Helen Madore entertained nominations for chairman. Helen Madore was nominated by Rita Fuller. Joyce Greenfield was nominated by Helen Madore. Both motions were seconded. A ballot vote was held, and Joyce Greenfield was elected chair.

Peter MacLeod nominated Helen Madore for vice-chairman, with Charlie Hamilton seconding the motion. All approved.

Charlie Hamilton nominated Rita Fuller for secretary, with Peter MacLeod seconding the motion. All aproved.

Joyce Greenfield nominated Joan Banks for Treasurer, who had indicated her interest in the position prior to the meeting. Rita Fuller seconded the motion. All approved.

The officers of the Boylston Public Library Board of Trustees for May 1997-May 1998 are therefore as follows:

Chair	Joyce Greenfield
Vice-Chair	Helen Madore
Secretary	Rita Fuller
Treasurer	Joan Banks

A great deal of discussion took place regarding the meeting night for the Board. Due to Joan Banks' election to the Boylston School Committee, Joan can no longer meet on the first Wednesday of the month. Joyce Greenfield moved that the meeting date be set as the second Wednesday effective in June, 1997, and Charlie Hamilton seconded the motion. All approved. (see note at the end of the minutes)

Treasurer's Report

Although she was unable to attend, Joan Banks provided the Board with the Treasurer's Report. The final total for the retirement party held for Carol Swiss was $509.32. A status of the checking account was also given. Charlie Hamilton moved that the report be accepted as written; Peter MacLeod seconded the motion, and all approved.

Old Business

Telegram & Gazette invoice: Joyce will talk to Dan Shanahan regarding the status of the outstanding invoice for advertisement of the Library Director position. (Note: as of 5/12, this item is still open. Dan will speak to the T&G this week.)

Personnel Issue: Joan provided a status, via Paula Peterson, of the employee classification and salary increase issue. Paula stated that those employees whose length of service has made them hit the top of their salary range must have their classification changed via the Personnel Board. This year's Town Warrant and Budget provide for salary range increases, which resolve this issue for this year.

Library Director's Report

- An application was received for the Director's position. Joyce will write a letter to the applicant and inform him that the position is filled.
- A bill for the Trustee's share of the computer purchased for the Children's Room has been received in the amount of $913.50.
- The warrant for the Town Meeting was reviewed.
- The Friends of the Library have offered to purchase a modem for the Children's Room computer. Because the Library has not yet addressed the need for an Internet Access policy, the Trustees declined the offer. Debby will speak with Barbara Despres, Children's Librarian, about other possible needs.
- Barbara Despres joined the meeting to ask if the Trustees would consider adding to her proposed budget of $4400 for books, audio and video materials, etc. Barbara will be adding to her CD-ROM collection, and is already working on cost-saving measures, such as purchasing some books in paperback. Deb and Barbara will work together to come up with a budget figure. It was noted that the budget does not differentiate between purchases for the adult or children's collections.
- Caryl Baird spoke to Debby regarding an offer she had received from a Friends member offering to host a shooting gallery booth on Memorial Day as a fundraiser for the Library. After much discussion, the Trustees determined that the liability was too significant to allow this type of activity on Library grounds. Charlie moved to decline the offer, Helen seconded the motion. All approved.

Minutes

Helen Madore moved to accept the minutes of the April, 1997 meeting as presented. Joyce Greenfield seconded the motion, all approved.

Garden Club/Ramp Project

Rita Fuller reported that the Garden Club will be moving ahead in their plans to refine the area between the handicapped access ramp and the building.

Goals

Joyce Greenfield will finish typing the goals by July 1. They will then be sent to each Trustee, and will be on file at the Library (both in print and on disk).

Adjournment

Rita Fuller moved to close the meeting at approximately 8:30. The motion was seconded by Peter MacLeod.

Respectfully Submitted,
Joyce Greenfield

NOTE:

The Trustees June meeting will be held on Wednesday, June 4 at 7:15 due to a schedule conflict. The Library Director must attend a Library Foundation mtg. on June 11. -JG.

Trustees Meeting - May 7, 1997

1. Sign payroll sheets
2. Sign bill schedules
3. Hand out "Cracker Crumbs"
5. Invoice for computer from CW/Max
4. Hand out Town of Boylston Budget Recommendations

~~Distribute~~

6. Town Meeting is on Monday, May 12th @ 7:30.
   2 articles on warrant pertain to library.
   Who will speak. (Joyce, Jean, Chris)
7. "Friends" would like to buy modem.
   permission for another ph. line?
   What other info. &/or permission
   do we need?
8. Bill from T & G
9. Job application
10. Ann LaRoche, who is a member of Wmc. Rod & Gun Club spoke to Caryl Baird, "Friends" Pres. to say that they (the R+G Club) would like to put a path up on Scar Hill side of library & donate all proceeds to "Friends". Need permission! Any objections?

5 Play periods left till end of June

Paul	5 x 600 =	3000
Cheryl	5 x 60 =	300
[illegible]	5 x 33 =	165
[illegible]	5 x 10 =	50
[illegible]	5 x 90 =	450
[illegible]	5 x 822 =	4110
[illegible]	5 x 200 =	1000

11695

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
April 2, 1997

Present: Joan Banks, Rita Fuller, Peter MacLeod, Helen Madore, Deborah Perry, Library Director, and Paula Peterson, Assistant Library Director.

Absent: Joyce Greenfield and Dan Shanahan

The meeting was called to order at 7:40 pm by Helen Madore. Upon a motion by Joan Banks, seconded by Peter MacLeod and approved by all, the minutes of the meeting of March 5, 1997 were accepted.

Correspondence
No new correspondence was presented for discussion or response.

Treasurer's Report
Joan Banks gave a brief report on the financial status. She received notification that Fleet and another bank are merging. She will study the information received and report at the next meeting. She will also have a breakdown of expenses for Carol Swiss' retirement party at that time. Peter moved to accept the Treasurer's report, Helen seconded and all approved.

Old Business
- The Telegram and Gazette invoice remains unpaid due to what we believe to be their error in the type of ad placed for the Library Director's position. Dan said he hopes to have the controversy cleared up and the bill paid by the next meeting.
- Paula has completed providing the necessary officials with information about our new Director.
- Chairman of the Personnel Board, Ted Pease, told Paula that the request for increases in maximum salaries in our budget will not be reviewed by the Board. The reason stated is that we are the only town department where their are individuals who have been in the same position long enough to have reached the top grade level. Members felt that this was not an acceptable reason, and Joan will look into the matter.
- Wagner Brothers completed the necessary repairs to the water and heating system today. They were able to do the work without shutting down the entire system. All expressed satisfaction that the work was done in such a timely manner. We will not know the cost until Wagner submits a bill.

Library Director's Report
- Paula and Debby submitted this report jointly. As planned, Debby is learning the duties of the Assistant Librarian first, and doing very well.

Continued...

- Paula reported that there should be approximately $3,000 extra in this year's budget due to the fact there was no Library Director on board from February 1 until March 24.
- Debby thanked the Board for choosing her and was enthusiastically told that she is very welcome. In light of the fact that during her interview the Board members said they hoped the library would be going on the Internet soon, she distributed brochures of the Annual Conference of the Massachusetts Library Association, of which she is a member. This year's conference, scheduled for April 27 through 28, focuses on Internet Policy for Libraries and is open to trustees. It will be held at the Sturbridge Host Hotel in Sturbridge. On Monday evening, April 28, a candlelight tour of Old Sturbridge Village is offered, with dinner at the Bullard Tavern.

Open Discussion

- Due to the unusual amount of snow from the blizzard, neither the walkway from the parking lot nor the handicap ramp were cleared today. Because of this, one handicapped individual encountered difficulty getting into the library. Trustees expressed concern, because this creates a potential for a legal action against the library under the ADA Laws.
- The trustees will host an open house for Debby on Saturday, April 26 from 10:00 am to 12:00 noon. Paula will have a notice put on the local TV channel, and all Board members will contribute coffee, punch and goodies.

Joan moved and Peter seconded a motion for adjournment. All approved, and the meeting ended at 8:15 pm.

Respectfully submitted,

Rita Fuller

Rita Fuller
Secretary Pro Tem

Note: The walk and handicap ramp were cleared before 9:00 am on Thursday, April 3, 1997.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
April 2, 1997

Present: Joan Banks, Rita Fuller, Peter MacLeod, Helen Madore, Deborah Perry, Library Director, and Paula Peterson, Assistant Library Director.

Absent: Joyce Greenfield and Dan Shanahan

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Respectfully submitted,

Rita Fuller

Rita Fuller
Secretary Pro Tem

Note: The walk and handicap ramp were cleared before 9:00 am on Thursday, April 3, 1997.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
March 5, 1997

Present: J. Banks, R. Fuller, P. MacLeod, H. Madore, D. Shanahan, Paula Peterson, Assistant Library Director
Absent: J. Greenfield

The meeting was called to order at 7:24 pm by Dan Shanahan. Upon a motion by Joan Banks, seconded by Rita Fuller and approved by all, the minutes of the meeting of February 5, 1997 were accepted.

Correspondence
No new correspondence was presented for discussion or response.

Treasurer's Report
Joan Banks gave a brief report on the financial status.

Old Business
- Dan Shanahan reported that the Finance Committee must consult with the Personnel Committee regarding pay scales and that there is no news yet from the Finance Committee regarding the budget. He will report further at the next meeting.
- Dan also reported that Deborah Perry has accepted the position of Library Director at a salary of $25,000 per year and will start on March 24, 1997.
- Dan asked Paula the status on the unused old computer stored downstairs. She replied that she has not had time to do anything about it.
- Dan asked Rita whether the Garden Club is still all set to refurbish the grassy strip behind the handicapped ramp. She replied that they plan to do it as part of the spring planting.
- Although water has stopped seeping up through the floor in the childrens' room, the town still plans to remove debris from the cement drainage trough in the spring to prevent reoccurrence.

Assistant Library Director's Report
- Kristen Walden has quit her position as Page for personal reasons. Priscilla O'Connor will take her place.
- There is a leak in the heating pipe in the men's room, a pinhole leak in a water pipe in the back room, and a broken gauge on the furnace. Wagner has been called and made temporary repairs. They state that the heating system must be drained in order to make permanent repairs, and suggest this process be delayed until the weather is warmer. Hopefully the temporary repairs will last until then.
- Notice has been received of State Aid to libraries for FY1997; $3,158.91 total - LIG $1,777.50, MEG $1,138.70, NRC $242.71. The town has not yet notified us of receipt of these funds.
- The State has announced that Boylston will remain in the Central Region during the process of dividing the existing three regions into six.

- CMRLS' plans to offer a moderate reference database package to member libraries through C/WMARS have not been realized. Reference databases will not be available through CWMARS until FY1998.
- At a recent meeting approval came through from CRAC Planning and Budget and the CRAC Executive Committee to offer CMRLS libraries a choice of either Everybody's Catalog (E-Cat) or Fortres PC Security, in lieu of being able to offer FY1997 reference database(s). The price of E-Cat is $200. The price of the Fortres package is $335.75 for a site license, or $67.00 per individual workstation for four or fewer workstations. Libraries would be eligible for both E-Cat and Fortres coverage for up to two workstations under this plan. An order was placed for a free copy of E-CAT and two individual workstation Fortres packages.

New Business

- Dan asked Paula about training for Deborah Perry. She said she will explain the budget, etc. to her. During the transition process she will teach Deborah the Assistant Director's job, especially working the counter. Carol has offered to come in to assist as needed when she returns from Florida on March 30.
- Dan asked Paula whether there are any spring deadlines or questionnaires for the Board. There are none at this time.
- Paula reported that we need to look for candidates to fill an open position on the Board as Dan Shanahan has decided not to run for another term.

Open Discussion

- An open house with coffee, punch and doughnuts will be planned for a Saturday morning in mid April to welcome and introduce Deborah to the townspeople. Dan will prepare a press release for the Telegram & Gazette and the Banner. Paula said the Banner may send a reporter upon receipt of the release. The newsletter is still with the computer person and Paula has included a notice about Deborah Perry's hire in the text.
- Paula suggested that next year's budget include some increase in salary requests in order to build a cushion for the future and to cover vacations. At this time the budget will cover only each employee's salary for fifty-two weeks per year. Our salaries are low compared to other libraries of equal size, some of which pay their directors up to $35,000.

Dan Shanahan seconded a motion for adjournment made by Joan Banks. All approved, and the meeting ended at 8:12 pm.

NEXT MEETING: WEDNESDAY, APRIL 2, 1997 AT 7:15 PM.

Respectfully submitted,

Rita Fuller

Rita Fuller
Secretary Pro Tem

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
February 5, 1997

Present: J. Banks, R. Fuller, J. Greenfield, P. MacLeod, H. Madore, D. Shanahan, Paula Peterson, Assistant Library Director
Absent: None

The meeting was called to order at 7:17 p.m. by Dan Shanahan. A motion was made by Helen Madore to approve the minutes of the January 8, 1997 meeting. Rita Fuller seconded the motion, and all approved.

Minutes for the meetings that took place to conduct interviews will be written by Dan Shanahan.

Treasurer's Report

Joan Banks gave a brief status of the various accounts and activities.

Update - Carol Swiss Retirement Party

Joyce will send a formal thank you to Paula Corio, cc: John Driscoll, at Tahanto for the wonderful food that was prepared by the Culinary Arts students.

Joyce will send a formal thank you to Tower Hill, in particular Erica Higgins and John Trexler to thank them for the use of the facility and for all of the invaluable assistance by Ms. Higgins.

A heartfelt thank you was received from Carol Swiss and was shared with the group by Dan Shanahan.

Assistant Library Director's Report

Paula Peterson reported on the following:

- There is water seeping up through the floor in the Children's Room. Don Parker, Highway Superintendent, will try to resolve the problem by digging around the foundation to help water drain better away from the walls of the building.
- Paula received correspondence from the Region that indicated that they are looking into splitting Massachusetts into six regions. A questionnaire was received regarding services, which Paul will complete and return.
- Carol Swiss reminded the Trustees, via Paula, that the budget needs to reflect the salary increase that has been requested for the Library Director position, should the Personnel Board approve that increase.
- Paula and Peter MacLeod presented information that they had researched regarding average salaries for MLS-required positions.

- Joyce Greenfield had provided information to Paula regarding Internet training through the Assabet at Night program. Paula and Barbara Despres are interested in attending the one-night session, but will hold off until the computer system arrives.
- Barbara is investigation modem/Internet connections - equipment needs, how it will work, etc.
- Children's circulation is up. Paula accredited the increase in circulation to Barbara's efforts and abilities.

Interview Updates

- Dan will advertise the job in the Sunday Telegram & Gazette again.
- Rita Fuller did a thorough reference check on Dan Lekas. The Board reviewed Rita's summary sheets, and after much discussion, Dan moved that we send a letter to Mr. Lekas thanking him for his time, but declining to offer the position. The motion was seconded by Joan Banks.

Correspondence

A thank you letter was received from Barbara Despres, Children's Librarian, thanking the Trustees for their part in obtaining the new computer system for the Children's Room.

Old Business

Rita researched possible solutions to the problem created by the strip of grass and weeds that is between the access ramp and the building. Rita proposed that landscape cloth and 2"-3" round brown stones be used to keep weed growth down and to make the space more attractive. The Garden Club will provide the labor for this project.

New Business

- A resume was received from an applicant with no library experience. The applicant will be sent a letter thanking them for their interest, but will not be asked in for an interview.
- Peter MacLeod expanded on the research he had done regarding salary requirements for MLS graduates, candidates, etc. He spoke to an Assistant Dean at Simmons College who felt that the (low) salary was probably the reason why we were having difficulty getting applicants. Peter will send our advertisement for the Library Director position to Simmons so that it can be posted there. Paula will also post the job on the on-line CW/MARS system, and in **Cracker Crumbs**, if the deadline permits.
- Dan will speak to the people at the Telegram and Gazette regarding the advertisement for Library Director being placed in the "General Help Wanted" section instead of the "Professional Help Wanted" listings. We received no responses from the ad when it was listed in the "General" section. Dan will request that they reduce our bill.

General/Open Discussion:

- Paula stated that everything seems to be running smoothly "so far."
- Discussion took place regarding the type of printer that will be required for the new computer system. There seems to be a wide range of abilities and prices, depending on the type of printer being purchased.
- There is an old computer system being stored downstairs that we will no longer be utilizing. Joyce suggested that Paula talk to one of the parent volunteers at the Boylston Elementary School, Ken Alden, who is working to salvage parts and update the computers at the Elementary School, to see if they could perhaps use that old system.

A motion to adjourn was made by Joan Banks, and seconded by Helen Madore. All approved.

NEXT MEETING: WEDNESDAY, MARCH 5, 1997, 7:15 P.M.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

February 21, 1997

Dear Mr. Trexler,

The Boylston Public Library Board of Trustees would like to thank you and Erica Higgins for your assistance with the Retirement Party for Library Director Carol Swiss. Ms. Higgins' help was invaluable to us, and we truly appreciate her efforts that went far above and beyond what we ever would have expected.

The party was an overwhelming success. The atmosphere of the Great Hall lent itself particularly well to the occasion, and over 200 people enjoyed the location and refreshments during the party. Carol Swiss was truly delighted when we told her that the party would be held at Tower Hill, and she enjoyed herself immensely that evening.

Again, please accept our heartfelt thanks for helping to make it such a special evening for Carol Swiss, her family, and the residents of Boylston.

Sincerely,

Joyce Greenfield

Joyce Greenfield
Secretary, Boylston Public Library
Board of Trustees

cc: Erica Higgins
Board of Trustees

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

February 21, 1997

Dear Ms. Corio,

On behalf of the Boylston Public Library Board of Trustees, I would like to thank you and your students for the wonderful refreshments that you created for the retirement party for Library Director Carol Swiss. Over 200 people joined in the festivities, and many commented specifically on the quality and the lovely presentation of the many different foods you prepared.

It was a very special evening for Mrs. Swiss, her family, and the town of Boylston. Thank you for helping to make the evening such a resounding success. We truly appreciate the efforts of both you and your talented student chefs in preparing such a delightful spread.

Sincerely yours,

Joyce Greenfield

Joyce Greenfield
Secretary, Boylston Public Library
Board of Trustees

cc: Mr. John Driscoll
Mr. Harry Simonian
Berlin-Boylston Regional School Committee

BOYLSTON PUBLIC LIBRARY
MEETING OF BOARD OF TRUSTEES
January 8, 1997

- AGENDA -

Singing of bills, etc.

Call to order

Correspondence - from Helen Madore

Approval of minutes of December 4, 1996

Treasurer's report - Joan Banks

Librarian's report

Old Business

New Business

Capital expenditures for budget
Evaluation of candidates, etc.

Adjournment

NEXT MEETING.....

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 8, 1997

Present: Dan Shanahan, Rita Fuller, Joyce Greenfield, Joan Banks, Peter MacLeod, Helen Madore, Carol Swiss

The meeting was called to order at 7:45 p.m. by Dan Shanahan.

Correspondence: A thank you note was received from Helen Madore.

Minutes: The minutes from the December 4, 1996 meeting were approved by all after a motion from Joan Banks that was seconded by Rita Fuller.

Treasurer's Report: Joan Banks presented a brief summary of the financial status.

Librarian's Report: Carol Swiss reported on the following:

- The Trust Fund report has not yet been received; it will not be prepared until after December 30, 1996.
- CWMARS is changing the data line fee distribution, and participating libraries will be sharing more of the data line costs. Carol suggested that in the future the Trustees should look into the Town of Boylston picking up this expense.
- Recommendations for capital expenditures need to be made to the Finance Committee.
- Circulation is good for the CD ROM collection.
- The computer for the Children's Room has arrived and is up and running. It is a popular addition to the Children's Room.
- The page's desk has been returned to the library after having been refinished by Bruce Palmer. Joyce will send him a thank you note from the Board.
- There are two upcoming town meetings: February 3, 1997 and May 2, 1997. There are no library issues at the February meeting.
- An on-line catalog reference source called "Everybody's Catalog" is available. Carol suggested that this is probably a good idea for our library, and that the new director can look into it.
- The budget hearing for the library is scheduled for Tuesday, February 18 at 7:45 p.m.

Old Business:

Peter presented the status of the Golf Tournament scheduled for June 30th to benefit the Library Foundation. He also reported that as of this meeting approximately $6000 had been received from the annual appeal.

New Business:

Capital expenditures for upcoming budget cycles were discussed. Carol suggested that we plan to replace the June 1995 computer in the 1999 budget (effective July, 1998), and to

replace the July, 1996 computer by 2000 (July, 1999 budget). Hopefully we will be able to obtain at least some of this equipment through bulk purchases with CWMARS.

A new printer is needed for the present computer system. $600 will be requested in the present budget cycle for that purchase. We also need to acquire some computer furniture for the existing systems.

The possibility of significant roof repairs needs to be brought up to the Finance Committee.

Rita will speak to her husband, Clayton, as well as the Garden Club, to try to come up with some ideas for the strip between the ramp and the library.

A letter will be sent to Representative Harold Naughton requesting a new flag for the library flagpole, as the present flag is becoming worn.

Library Director Job Search

Carol spoke to our Regional Consultant, Jan Charbonneau, regarding the replacement search. Jan has recommended a three month contract period with an option to extend for our new Director. Dan will speak to Jan directly about her recommendations.

The four remaining candidates were discussed by the Board. It was decided that Daniel Lekas and Valorie Kelly would be asked to return for second interviews. Dan will arrange the time and date for these interviews. He will also send a letter to those candidates that the Board is declining.

A motion to adjourn the meeting was made by Joyce Greenfield, seconded by Dan Shanahan, and the meeting was adjourned at 9:25 p.m.

Next Meeting: Wednesday, February 5, 1997, 7:15 p.m.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 4, 1996

Present: P. MacLeod, R. Fuller, J. Greenfield, J. Banks, C. Swiss
Absent: H. Madore, D. Shanahan

The meeting was called to order at 7:18 p.m. by Joyce Greenfield. It was necessary to choose a chairman pro-tem because of Dan's absence. Joan Banks nominated Peter MacLeod, Rita Fuller seconded, and Peter was approved by all.

A motion was made by Joan Banks to approve the minutes of the November 13, 1996 meeting, seconded by Rita Fuller, and approved by all. Carol may have a minor correction/comment that she will talk to Joyce about if necessary.

Treasurer's Report

Joan Banks gave a brief status of the various accounts and activities.

Librarian's Report

Carol Swiss reported on the following:

- a tower model (vertical CPU) computer will be ordered, versus a horizontal model, when the new computer for the Children's Room is ordered.
- Holiday Open House is scheduled for Saturday, Dec. 7, from 11:00 a.m. to 12:30 p.m.
- The Staff Christmas party is scheduled for December 21 at 9:00 a.m. All trustees are welcome and encouraged to attend.
- The borrowing activity for the new CD ROM collection has been good, with 36 items in the November circulation.
- The purchase of computer furniture has been put on the back burner for now.
- Bruce Palmer has taken the page's desk to refinish, and has offered to refinish Paula's desk next. The board was quite appreciative of this effort.
- According to State reports, our circulation was up 3% from last year.
- Barbara Despres, Children's Librarian, will be taking a course called "Literature for Children" at Framingham State College, beginning in January. Since the course and the associated travel time cut into Barbara's work hours, she and Carol have negotiated alternative hours for this period. The board discussed reimbursement for this course, and Joan Banks made a motion, seconded by Rita Fuller, that reimbursement for 50% of the course tuition would occur upon successful completion (letter grade B or better) of the course. All approved.

Goals and Objectives

The board spent a great deal of the meeting revising the "Goals and Objectives" document. Many changes were made. A motion was made by Joyce Greenfield to accpet the Goals and Objectives for FY98 as revised, seconded by Joan Banks, and approved by

all. Joyce will type the goals, review with Carol, and provide an on-disk copy for the library.

Budget Request Form

The Budget Request Form has been received by the Town. A 2% increase across the board was recommended. The board spent some time discussing the impact of this increase, and tabled further discussion to the December 11th meeting when Dan Shanahan would be present. Carol emphasized that all of the staff job descriptions need to be updated, especially to reflect changes in knowledge of technology, etc.

Library Director Job Search

Seven resumes have been received. The board discussed Carol's participation in the interview process, as well as the possibility of Carol helping in job orientation for our new hire, if possible. The job search in the main agenda for the December 11 trustee meeting, and further discussion was tabled until that meeting.

NEXT MEETING:

Wednesday, December 11, 1996, 7:15 p.m.

Joan Banks made a motion to adjourn at 8:55 p.m., which was seconded by Rita Fuller, and approved by all.

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 13, 1996

The meeting was called to order at 7:25 p.m. by Dan Shanahan. In attendance were Dan Shanahan, Helen Madore, Peter MacLeod, Joyce Greenfield and Carol Swiss. Absent were Joan Banks and Rita Fuller.

Correspondence

A thank you note was received from Paula Peterson, thanking the Trustees for her reception and gift.

A letter of resignation was reluctantly accepted from Library Director Carol Swiss. After 12 years at our library, Carol will join her husband in retirement, beginning in mid-January, 1997. Hiring of a new director is discussed further in "New Business."

Minutes

A motion was made by Helen Madore to approve the minutes of the October 2, 1996 meeting. Peter MacLeod seconded the motion, and all approved the minutes.

Librarian's Report

Carol Swiss reported on the following:

- Both pages, Kristin Waldman and Lauren Paul, have recently become less mobile due to foot surgery/injury.
- Circulation is down in the "upstairs" (adult) library.
- Circulation is up in the Children's Library, which reflects the movement of the children's video section to the downstairs.
- Paula, Carol and Barbara will attend an Internet training session.
- The Friends' Halloween party was a great success.
- The Friends'/Historical Society program on Teddy Roosevelt was well attended and well liked.
- A leak has appeared in the roof of the library which has affected the ceiling, wall, molding and heating unit in the Reference Room. The roofer suggested that an examination of the chimney mortar be done by moving stored items in the attic. His inspection of the flashing and slate on the exterior of the building showed no signs of damage or leakage. He further suggested that the intensity of the rain storm may have caused this leak, and that it may not occur again other than in extreme circumstances. The board chose to watch and see if further problems become evident before taking further action.
- Holiday Schedule: Closed Christmas Eve, December 24, 1996; Closed Christmas Day, December 25, 1996, reopen Thursday, December 26 at 2:00 p.m. Open New Year's Eve, December 31, 1996 till 3:00 p.m., Closed Wednesday, January 1, 1997, reopen Thursday, January 2, 1997 at 2:00 p.m.

- The Town Newsletter will be published in January. Carol will include the new CD ROMs, her retirement, and Internet access in the library news portion of the newsletter.

Old Business

Carol presented an offer from the CW-MARS group that would allow the purchase of the computer system for approximately $2000. This computer system would be purchased in cooperation with the Friends of the Library, who have offered to share 50% of the cost. A motion was made by Dan, and seconded by Peter to authorize the transfer of up to $1100 from State Aid funds for the purchase of the computer system and a desk. All agreed. Carol will put a note in the Town Newsletter regarding this cooperative purchase between the Trustees and Friends.

New Business

A great deal of discussion took place regarding the process of hiring a replacement for Carol. Carol had updated her job description to reflect the current responsibilities of the Library Director, and will retype and distribute them to the Trustees.

It was decided that an advertisement would be run in the Telegram and Gazette and Boston Globe on two consecutive Sundays, beginning November 17. Resumes will be sent to the Library, to Dan's attention. The vacancy will also be posted in the Cracker Crumbs newsletter, as well as the MASS Vacancies listing. Carol will ensure that those publications receive the posting. The closing date for resume submission will be December 10.

It was decided that the qualifications for the position would include a BS or BA degree, MLS preferred, but not essential. Salary will begin at $23,500. Dan and Carol will work to finalize the qualifications.

Each member of the Board is responsible to review the resumes, which will be kept in a central file at the Library. Carol will distribute information from the Region regarding suggested interview questions, an evaluation checklist, etc.

NEXT MEETINGS: PLEASE NOTE THE CHANGES!!!!

Wednesday, December 4; 7:15 sharp! Regular business, goals, job description

Wednesday, December 11; 7:15 sharp! Library Director Job Search - process, interviewing, etc.

Peter MacLeod made a motion to adjourn at 9:30 p.m., which was seconded by Dan Shanahan. All approved.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 2, 1996

The meeting was called to order at 7:26 p.m. by Dan Shanahan. In attendance were Dan Shanahan, Helen Madore, Joan Banks, Rita Fuller, Joyce Greenfield and Carol Swiss. Absent was Peter MacLeod.

A motion was made by Joan Banks to approve the minutes of the September 4, 1996 meeting, seconded by Joyce Greenfield, and approved by all.

Correspondence

A thank you note was received from Barbara Despres, Children's Librarian, thanking the Trustees for the gift certificate presented to her by the Trustees.

Treasurer's Report

Our Certificate of Deposit at the Millbury Credit Union becomes due for renewal in December. Joan will review rates at other institutions, but all agreed that it was likely that the CD will remain at Millbury.

Librarian's Report

Carol Swiss reported on the following:

- Carol attended a customer relations workshop on September 30.
- An orientation session for new library trustees will be held on November 6th at the Worcester Public Library. Joyce and Rita are scheduled to attend.
- Two Tahanto students, Kristin Waldman and Lauren Paul have been hired as pages.

Old Business

Plans for the surprise party for Paula Peterson were briefly reviewed and finalized.

New Business

Carol will attend a Computer Show on October 19th in Marlboro, and plans to purchase some software at that show. She is compiling a list of suggested titles from other libraries, patrons, etc.

A great deal of discussion ensued regarding a proposal from the Friends of the Library that the Friends and the Trustees work together to purchase a computer system for the Children's Room. It was decided that Dan and Joan would talk to Barbara regarding the

uses, location, furniture, electricity, etc. of the proposed system, and report back to the Trustees at our next meeting.

Review of Trustee's Notebooks and Policies, Goal-Setting

Because of the lateness of the hour and Peter's absence, Dan moved that we table this review until our next meeting. All approved. Carol will send copies of the present goals to all Trustees along with these meeting minutes.

A motion was made to close the meeting at 8:37 p.m. by Helen Madore, seconded by Joan Banks, and approved by all.

NEXT MEETING: Wednesday, November 13, 1996, 7:15 p.m.
Note the change in date due to the Trustee Training Session on Nov. 6.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 4, 1996

The meeting was called to order at 7:22 PM by Dan Shanahan. In attendance were Dan Shanahan, Joan Banks, Rita Fuller, Peter MacLeod, Joyce Greenfield, and Library Director Carol Swiss. Helen Madore

Correspondence

No new correspondence was presented for discussion or response.

Approval of June 5, 1996 Minutes

The minutes were amended to reflect the following: (1) The allocation for Carol Swiss to travel to the ALA conference in July was corrected to "up to $500" and (2) The request from Children's Librarian Barbara Despres was for a new book truck for the children's room, and not a new chair. After the amendments were made, the minutes were approved unanimously.

Treasurer's Report

Joan Banks made her report on the financial status of the Trustees. The report was approved without question by the Trustees.

Librarian's Report

The Librarian's report was extensive and covered many different areas:

- Carol Swiss thanked the Trustees for their support in her attendance of the ALA Conference in New York City in July. Approximately 24,000 people attended the conference. The importance of visiting many other libraries and taking note of new ideas was stressed.
- A new air conditioner has been installed in the Reference Room.
- After many delays and much assistance from Town Administrator John McAuliffe, a new copy machine has been received. A new cabinet must be purchased to replace the present cabinet, which is too high for the new copy machine. Carol acknowledged the support of the Finance Committee in helping to purchase this equipment. The former copy machine has been passed along to the Highway Department for their repair and use.
- Summer children's programs conducted by Barbara Despres were a great success. More children attended more programs than ever before. The Trustees will reimburse Barbara for $74.99 in program expenses. In appreciation for their exceptional efforts

this summer, the Trustees voted to purchase a $50 gift certificate for Barbara and her husband for O'Connor's Restaurant in West Boylston.

- A new Pentium Computer has been received by the Library through a MILN grant. The computer will be placed where the APPLE IIGS computer formerly was located, and that machine has been moved to the Children's Room. Some cables are still needed to hook the Pentium up to our FAX telephone line. We will also take advantage of a free Internet hookup.
- A new housekeeper, Linda Sokolowski has been hired to replace Eileen MacQueen, who has moved on to a new position at the Tahanto Preschool.
- Joan, Carol, and Joyce toured the Digital property in August to consider the possibilities of that site in terms of the library. Informal discussion ensued about the feasibility and practicality of the buildings. Since the Town of Boylston does not own the property at this time, no specific action or discussion was warranted.
- Carol has completed the State reports. She reported that the library regions are being realigned across Massachusetts, and that the new regions will incorporate public, school, and academic libraries. There will now be 6 regions instead of 3. The Technology Bill was defeated in the Legislature, as well as the construction money that could have allowed for library expansions and renovations across the state.
- Carol reported that the handicap access ramp is in need of repair, cleaning, and staining. Don Parker has offered to paint and repair treads. Carol has had some preliminary discussions with Tracy, the Selectmen's secretary, regarding the possibility of hiring an outside firm to perform maintenance on the ramps at both the library and the Municipal Office Building. Carol will follow up with Tracy.

Old Business

The computer policy was renewed for another three months in order to continue the evaluation of that policy. It was decided that the Library Goals must be updated within the next few months; that effort will begin at the October meeting.

New Business

The library has received 10 CD-ROMS as part of a pilot program offered by the Region. The CD-ROMS have been circulating often. Carol requested $1250 to begin a permanent collection of CD-ROMs; the motion was made and approved by all.

Discussion regarding the purchase of a new computer table was postponed.

Peter MacLeod gave an update on the Library Foundation. A golf tournament fund raiser will be held on June 30, 1997 at Mount Pleasant Country Club. Cost will be $150 per person.

Dan Shanahan questioned if the Library has copies of the Tahanto yearbooks, which the Library does not have. Dan will talk to Principal John Driscoll and request that a yearbook be placed in the Library each year.

The meeting was adjourned at approximately 8:45 P.M. The next meeting of the Trustees will be held on October 2, 1996 at 7:15 P.M.

Respectfully submitted,

Joyce Greenfield

FOR RECORDS

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 5, 1996

Daniel Shanahan called the meeting to order at 720 PM. Trustees present were Daniel Shanahan, Joan Banks, Rita Fuller, Joyce Greenfield, Peter MacLeod and Library Director Carol Swiss & Helen Madore.

Dan welcomed the 2 new members elected in the May town election, Joyce Greenfield and Rita Fuller.

After discussion of the maintenance of the library grounds, the Minutes for the May lst meeting of the Trustees were approved unanimously. Joan Banks made the motion seconded by Dan Shanahan.

There was no correspondence to report.

On the subject of maintenance of the library grounds, Carol said she had been told by Highway Supt. Don Parker that the crews would get to the library when they could. It was generally agreed that the severe winter was responsible for most of the poor conditions of the grounds. Joan Banks said the library grounds were no worse than many other areas in town.

Joan Banks gave the Treasurer's report which was uanimously accepted on a motion by Peter MacLeod, seconded by Dan Shanahan. Joan reported she was bonded for the coming year.

Carol Swiss reproted that a motion has been filed in the state legislature for 160 million dollars in library construction money in 1997.

Carol reported on a meeting she attended earlier in the day where she met the new leader of the C.W. Mars program. She said the emphasis now is going to be updating new services to academic libraries. But Carol said the Boylston library will be getting a new computer in the next three months with connection to the Internet. Carol said the instruction books for the current C.W. Mars computer were just updated and that the system is heavily used by the staff.

Carol reported on an influx of new people in the library Book Discussion group.

Carol said she and Helen Madore are going to wait until the new computer arrives to see what kind of new furniture is needed for the library.

Carol also reported that the Children's Librarian Barbara Connors Despres had requested a typewriter to help in her writing out of library cards for the children. She also could use a new book truck Carol said these are legitimate requests and should be taken care of by state money.

Carol reported the annual Memorial Day Book Sale was a success with the Friends of the Library raising $1,073.00.

In other business Carol reported the children's videos have been moved downstairs, the dehumidifier is working and Bruce Palmer had offered to refinish the library page's desk.

In Old Business, Carol reported that local carpenters will bid on the installation of 3 new air conditioners for the library. The air conditioner in the reference room seems to be working but it was decided it was old and it would be best to replace it before it fails.

In New Business the trustees voted unanimously to continue the policy of not lending videos to anyone under the age of 18. Carol reported that national library organizations encourage a freer policy but the thought was that more information on how other libraries handle the issue is needed before we change our policy. Carol said that no one had formally complained about that aspect of the video lending policy.

The board voted unanimously to allow up to $500.00 for Carol's attendance at the American Library Association annual convention in NY City on the weekend beginning July 4th. The convention is at the Javits Center in NY City. The motion was made by Joan Banks and seconded by Peter MacLeod.

Carol Swiss took over as temporary Chair of the Trustees for the election of officers for 1996-97.

The following officers were elected on unanimous votes of those present.

Chairman: Daniel Shanahan

Vice Chairwoman: Helen Madore

Treasurer: Joan Banks

Secretary: Joyce Greenfield

The meeting was adjourned at 853 PM. The next meeting of the Trustees is set for 715 PM, Sept. 4, 1996.

Respectfully Submitted by

Peter L. MacLeod

Peter L. MacLeod

Boylston Public Library
Board of Trustees Meeting
May 1, 1996

Chairman Daniel Shanahan called the meeting to order at 715 PM.
Present: Dan, Helen Madore, Joan Banks, Kathy Richard, Peter MacLeod and Librarian Carol Swiss.

Sara Connor's resignation letter was presented by Dan Shanahan. Most said they had already seen it.

The Minutes from the April 3rd, 1996 meeting were presented and unanimously accepted. Motion was made by Peter MacLeod and seconded by Kathy Richard.

Treasurer Joan Banks presented the Treasurer's report which was accepted unanimously. Joan said she needed to bond herself again with Fidelity and Deposit Company of Maryland for another year at a cost of $100.00. Dan said he would check to see if Joan had to answer all of the questions on the application sheet.

Carol Swiss said she was looking into replacing the library copy machine. Carol said she would meet with a representative of Statler Associates in the next few days and report back to the June 5th meeting of the Trustees.

Carol said she was thinking of purchasing a CD ROM lending collection. And she would like to purchase it in June or July so it could be in the Fall Newsletter.

Also next month Carol may ask to attend the American Library Association convention in New York. She said these conventions cover all types of libraries and the exhibits are usually very impressive. She would need approximately two days off in order to attend. Decision about this will be made next month.

Carol announced that the Mass. Board of Library Commissioners had come out with new rankings of libraries in the state. Boylston was placed in the "residential/suburban " type of community and was ranked 11th out of 55 in terms of community per capita spending on libraries. She said only 18 percent of libraries in the population group ranking had librarians with an M.L.S. as Boylston does. Boylston also has 26,000 items in the library which was above the 22,000 average for the population group. Circulation at Boylston was about average for the population group.

The Board voted unanimoulsy, upon recommendation by Carol Swiss, to extend the current computer policy for six more months. Motion was made by Dan Shanahan and seconded by Helen Madore.

Carol said the state Board of Library Commissioers will likely send a representative to a Board of Trustees meeting in the near future.

Dan said he had received a complaint about the outside condition of the library grounds. The Board agreed to consider the complaint and have recommendations at the next Board meeting. Right now it is the job of the Town Highway Dept. to maintain the grounds.

The Board said goodby to Kathy Richard and thanked her for her fine service on the Board of Trustees. Adjournment came at 750 PM.

Respectfully, Submitted, Peter MacLeod Peter MacLeod

BOYLSTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MINUTES OF APRIL 3, 1996

Daniel E. Shanahan, chairman, called the meeting to order at 7:25 p.m. Trustees present were Peter MacLeod, Helen Madore, Joan Banks, and Carol Swiss, librarian.

A motion was made to approve the minutes of February 7, 1996 by Joan Banks and seconded by Helen Madore. The March meeting was cancelled due to snow.

Joan Banks provided her treasurer's report, which was unanimously approved by the board.

Carol Swiss reported that on May third a mystery dinner theater sponsored by the Friends of the Library will be held at the Town House and hope that there will be a good turn out. April 24 will be a legislative day in Boston for the trustees and librarians. Carol and Helen plan to go.

It was decided to table for later discussion the M.L.T.A. memberships. The Board of Library Commissioners hopes to set up computer training centers around the state. There is a proposal that a center be placed in the Worcester Public library, and the Central Region has applied for a federal grant to do this.

Red Murphy checked the wiringin the library and found nothing wrong to worry about.

As of now, no one has signed up torun in the town election to fill Sara Connor's remaining one year term. Joyce Greenfield has signed up to run for the 3 year vacancy. Joan Banks suggested a sign be put up in the library to advertize for the 1 year unfilled term.

In old business, Carol has asked for an item to be placed on the town warrant asking that $3,100 be transferred from available funds to purchase and install 3 air conditioners.

Carol has met the new town manager John McAuliffe, who seemed interested in the library and ma y attend a trustees' meeting.

In new business , Peter mentioned that the Foundation planned in the future to sponsor a golf tournament. Anita Thomas, who has done quite a lot of tourneys, has agreed to come and speak with the group.

A company in Marlboro, Internet Access Co., will offer free use for a number of Central Region libraries to access the internet through their software. Regional will act as a go-between. For us to be involved we will need a modem and maybe another telephone line. It was suggested that further investigation was needed.

Daniel moved to adjourn at 8:25 p.m. and Peter seconded.

Next scheduled meeting will be on May 1 at 7:15p.m. at the library.

Helen Madore
Secretary Pro Tem

Week 11

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
FEBRUARY 7, 1996

Daniel E. Shanahan, Chairman, called the meeting to order at 7:20 p.m. Trustees present were Cathy Richard, Helen Madore and Joan Banks, as well as Library Director Carol Swiss.

Minutes of the meetings of November 15, 1995, December 6, 1995 and January 10, 1996 were approved.

The report of the librarian began with the introduction of the new page, Christian Connolly. Carol expressed ongoing concern about the wiring, especially in view of the possibility of acquiring another computer through a state grant. (See next paragraph.) It was decided to get an estimate of a re-wiring job and present it to the Finance Committee on February 20th, with the request that it be paid for by the town. Also, Carol will check with the selectmen's secretary about electronic items currently listed on town insurance.

The Massachusetts Board of Library Commissioners received state funding to establish the Massachusetts Library Information Network (MLIN), which will allow public library users to search and retrieve extensive information from libraries, government resources and licensed commercial databases. The purpose of the funding is to ensure that residents of Massachusetts have direct access to MLIN no matter where they live. (The actual computer used for access to MLIN may be any computer on the site.) The obligations, especially financial, which accompany accepting this grant, were discussed.

The motion was made by Dan Shanahan and seconded by Joan Banks, as follows: "I move to authorize Carol Swiss and Dan Shanahan to sign and submit in a timely manner the application for the MLIN grant." Motion was unanimously approved.

The proposed FY97 budget was reviewed as preparation for its presentation at the library's budget hearing on February 20th. The motion was made to approve it by Helen Madore, seconded by Cathy Richard, and it was unanimously approved.

The resignation letter of Sara Connor was read and accepted with regret. Her term would end in May, 1997. Sara was chairman of the board during the traumatic period of the proposed closing of the library, pending the over-ride. She led the campaign which resulted in passage of the over-ride shortly after she turned the gavel over to Peter MacLeod. During this same period, she co-chaired the 90th birthday planning committee with Helen Madore. It was decided to send her flowers in recognition of her service and exceptionally heavy responsibilities.

Cathy Campbell then announced her recent marriage to Bob Richard. That's the good news. The bad news is that she will not seek another term on the board. Her term expires this spring. There is time for 2 new candidates to have nomination papers signed by March 18th.

Meeting adjourned at 8:30 p.m.

Carol Swiss, Secretary pro tem

Boylston Public Library
Lib. Board of Trustees Minutes
January 10, 1996

Daniel E. Shanahan, Chairman, called the meeting to order at 7:20 PM. Trustees present were Peter MacLeod, Cathy Campbell, Helen Madore and Carol Swiss, Librarian.

On a motion made by Dan Shanahan and seconded by Peter MacLeod, the board voted unanimously to put off approval of the Minutes of the 11/15/95 and 12/6/95 meetings until the Feb. 7th Board meeting.

Carol Swiss informed the Board that Library Page Peter Moore had another job and has left the library. Matt Cogswell had replaced him temporarily.

Carol said the warrant for the annual Town Meeting would close on Feb. 26th. She said there had been problems with the fax machine requiring repair. She also said a valve had been repaired on the library heater putting an end to a disturbing noise that had been a distraction in her office for several years.

Carol Swiss presented her proposed library budget for fiscal year 1997. The budget contained a 4 and a half percent increase. The budget proposal, which will go before the town Finance Committee in late Feb., was approved unanimously.

The Trustees voted unanimously not to go forward with an application for state money for a library addition this April. It was decided to discuss the formation of a Library Building Committee at the Feb. 7th Trustees meeting. The Building Committee would look at all the issues involved in building an addition including the possibility of going for state funding at a future date. Dan Shanahan and Carol Swiss told the Board they had attended an application workshop at the Littleton, MA Public library and discovered that we lacked much of the information that would be needed for the application review process. Dan said a Letter of Intent had been submitted to the state in December. Dan said the Trustees are required to show the state reveiwers how active they have been in advocating the building project and how they have educated citizens of the town about the project. There will be no state funding beyond this fiscal year, at least the type that has existed the past two years. But Dan said there is always the possibility of more funding in the coming years. Another requirement from the states is that the library be owned by the Trustees, this includes the land. This would probably mean getting a lease from the Congregational Church. Dan also said that applying this April for state money would mean an incredible amount of work over the next 10 weeks and the possibility of having to hire a professional grant writer. It was agreed that if a Building Committee is formed at the Feb. meeting , one of its likely tasks will be to gather input and support from the citizens of the town for the project.
On the vote not to move forward with the application process, the motion was made by Dan Shanahan and seconded by Cathy Campbell.

Helen Madore volunteered to work with Carol Swiss on determining the furniture needs for the CW Mars computer. They will come to the full Board with a recommendation at the March meeting.

The Board voted unanimously to approve Carol Swiss's proposed temporary policy for use of the CW Mars computer for 3 months. Then the policy will be evaluated again. One feature of the new policy is that staff

members will aid and instruct patrons only in use of CW Mars and CD-ROM capabilities. And the patron's use of the computer will be for library appropriate research only. Dan Shanahan made the motion which was seconded by Peter MacLeod.

On a unanimous vote , the meeting was adjourned at 9:20 PM.

Next Trustees Meeting is set for 2/7/96 at 7:15 PM.

Respectfully Submitted,
Peter L. MacLeod
Peter L. MacLeod

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEE MINUTES
DECEMBER 6, 1995

Daniel Shanahan, Chairman, called the meeting to order at 7:20 p.m. Trustees present were Peter MacLeod, Joan Banks, Helen Madore, and Carol Swiss, Librarian. The minutes of the November 1, 1995 Trustees' Meeting were accepted. As minutes of the November 15, 1995 meeting were only presented for review on December 6, 1995, voting upon acceptance of the same was tabled until the January 4, 1996 meeting.

Joan Banks provided her Treasurer's Report. Discussion was had regarding depositing Trustees' funds in a certificate of deposit for a one-year term at several local banks. Following discussion, it was unanimously voted and approved to open a certificate of deposit at Millbury Credit Union on or before December 20.

Carol Swiss then provided her Librarian's Report. She stated that Allmerica Financial's offer of many months ago to possibly donate used furniture to the library had not been followed through by Allmerica Financial. Carol stated that she has made repeated periodic requests to Allmerica for further communication regarding the subject, but was unable to procure any response of merit. As such, Carol proposed, and the Trustees agreed, to cease communication with Allmerica Financial and pursue other options regarding purchase of furniture. Carol suggested that the library needed a computer stand/desk and possibly one or two other desks. Carol invited discussion/contribution of ideas from Trustees regarding furniture sources.

Discussion was had regarding the Children's Summer Reading Program. At the discussion, it was unanimously approved by the Trustees to make a donation to the Children's Summer Reading Program.

Carol further stated that the Board of Library Commissioners have proposed legislation that would provide for $8 million to be made available to Massachusetts libraries for new technologies. She stated that none of this money would be used for new construction or renovations.

Peter MacLeod then provided his Foundation Report. He stated that the annual appeal letters are going out this week to seek donations before the end of this calendar year. He also stated that several people were voted into Director's positions, and others were voted as Members. He stated that two of the people voted as Members have experience in fundraising.

Daniel Shanahan provided an update regarding the status of the Letter of Intent to undertake the proposed addition/renovation project and procure state funding for the same. Discussion was had regarding his telephone conversation with Mark Mitchell, the architect who drafted the 1985 plans for the library addition/renovation. He stated that Mr. Mitchell would seek a substantial sum of money for payment to do an immediate cost estimate of the proposed project, despite his informing Mr. Mitchell that all that was presently needed was a rough number to include in the Letter of Intent, with a much more detailed number to follow when we got to the Application process. It was agreed by the Trustees to not expend sums at this time to procure such an involved cost estimate, but to procure a rough number and then to explore prospects regarding a more detailed cost estimate number during the first quarter of calendar year 1996.

It was further discussed that the Letter of Intent be worked on between Daniel Shanahan and Carol Swiss, with Daniel Shanahan completing the application and being responsible for having the same delivered in a timely manner.

Carol initiated discussion regarding goals which must be completed in the very near future. Carol reported that initial comments have come back which suggested that we needed to delete several items and provide more detail regarding our effort to procure an addition/renovation. Discussion was thereafter had regarding the subjects which were suggested to be deleted, and the subjects which were to be added. Revised goals were then approved.

Regarding new business, Carol stated that she wanted to conduct a survey regarding community interest in purchasing and making available for check-out CD-ROM and/or computer software. She did not want to send out a survey if the Trustees thought that making these materials available for check-out would not be a good idea. Discussion was had, and the Trustees present agreed that it sounded as though making these items available would be a benefit to the community and the library. The Trustees then suggested that Carol pursue her survey plans and report back to the Trustees upon completion of the survey.

The Trustees' Meeting is scheduled for January 4, 1996 at 7:15 p.m. at the Boylston Public Library.

With there being no further business, the meeting adjourned at 8:45 p.m.

_____

Daniel E. Shanahan

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Boylston Library Trustees' Meeting
November 15, 1995
AGENDA

1. Call Meeting to Order

2. Discussion of What We Want, Why We Want, for the Library

3. Discussion of Funding Mechanisms/Sources
   a. state
   b. town
   c. private donations via fund-raising drive

4. Discuss How We Sell It

5. Discuss Inter-relationship with other municipal projects now on the burner.

6. Discuss Necessary Committee Creations-Assignments-Responsibility for follow through:

   a. Publicity
   b. Community outreach-support: i.e. Foundation, Friends, PTO, Lions' Club, Seniors, Business community, Historical Society, athletic groups, etc.
   c. Liaison to municipal boards
   d. Fund-raising
   e. Outreach/infosearch from previously-successful recipients

7. Miscellaneous

8. Adjourn

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
NOVEMBER 15, 1995

Daniel E. Shanahan, Chairman, called the meeting to order at 7:25 p.m. Trustees present were Peter MacLeod, Cathy Campbell, helen Madore and Carol Swiss, Librarian. Also present at the public meeting was Earl Farmer.

Daniel Shanahan requested those present to consider what it was we wanted by way of library expansion and/or renovation, and why we wanted it. Discussion commenced with a review of the 1985 proposed floor plans submitted by Mark Mitchell Associates. Each trustee had been asked to complete a rough draft of what they wanted by way of a floor plan by using the shell of the Mitchell 1985 floor plan. Various drafts of plans were submitted, and are available for inspection. Persons submitting plans included Carol, Paula, Barbara, and Dan Shanahan.

Helen raised the issue of whether there was a decreased need for the 1985 proposed number of books. Discussion was had regarding this issue in lieu of advances in on-line technology, CD-ROM capacity/availability, and regional book delivery service.

Discussion continued regarding the drafts of floor plans and their respective goals and advantages.

Carol then discussed the actual Letter of Intent/Application Process for state money. She stated that it must be filed and received by no later than December 15, 1995. Thereafter, community support, funding, and more details regarding construction criteria and costs would have to follow, with a formal Application to be submitted to the state in April.

Discussion continued regarding the subject of who would provide a rough cost estimate for the Mitchell plan so the Letter of Intent could be submitted timely. Dan Shanahan and Peter MacLeod stated they would try to contact various people to determine whether such a cost estimate could be procured.

Daniel Shanahan pointed out that if the Board intended to press ahead with the application process, then the Board as a whole would be requested to be very active in all phases of the project, and that none of us should rely on one or two Board members, or others, to carry the effort.

It was moved, seconded, and unanimously voted to adjourn the meeting at 8;50 p.m.

Daniel E. Shanahan

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TO: Library Trustees
FROM: Daniel E. Shanahan
RE: Method of Selling Concept of Library Expansion/Renovation
DATE: November 10, 1995

Enclosed are copies of:

1. the Library Expansion Statement of the Spring of 1985 (with some of my comments/thoughts added);

2. Floor Plan proposed by Mark Mitchell Associates in 1985;

3. a shell of the Floor Plan; and

4. an outline of some ideas on how to begin our effort to move the expansion/renovation project into public municipal debate.

I have enclosed these documents so that we can begin to determine what it is we want to bring out into public debate, why we want for the library what we want, and to open discussion into how we will try to garner public support for library expansion in Boylston. I have purposely omitted discussion of fund-raising methods, as I think we should reach consensus on these other subjects first.

I asked Carol to post a meeting notice for November 13, 1995 at the library at 7:15 p.m. sharp. Admittedly, there isn't much notice to anyone. If you cannot make the meeting, please consider these subjects so we can discuss them at the December meeting.

C:\d\misc\tru.mem

Public Presentation of Library Expansion/Renovation

I. What Do The Trustees Want for the Library?

A. Expansion and Renovation, or just one of these two subjects? If just one, which one is it?

B. Should we stay with present shell of floor plan, or do it again? Why?

C. If we stay with present shell, do we keep the interior lay-out of the old library and expansion as described in the shell?

1. Gains/Losses from re-opening public discussion/input into interior plans

a. Gains:
1. Broaden support base by inviting comment
2. Energize the perceived quiet
3. Develop teams to later use in fund-raising

b. Losses:
1. Delay
2. Create impression of uncertainty/"just fishing for ideas" by Trustees, resulting in delivery of ammunition to opponents of renovation/expansion?
3. Not use opportunity to broaden support base, energize interested residents, miss chance at building fundraising teams

c. Negatives

D. Shell of Present Floor Plan

I enclosed the shell of the present floor plan to invite all of you to design your own floor plans for the addition and present space. I'll be curious to see what each of us proposes. If you have time, would you please lay out your proposed floor plan, and be prepared to explain why?

c:\d\misc\ideas.wha

II. Why Do We Want What We Want for the Library?

A. I can't picture any of us bringing into public debate and trying to sell what we want without knowing why we want it. We can't overlook this, as this will be one of the main questions posed by any resident.

B. Options for Coming to Why

1. What do we presently have by space?
   a. amount of total floor space?
   b. amount of floor space devoted to what materials?
   c. amount of floor space devoted to
      1. building fixtures/other unusable space such as stairwells?
      2. staff exclusive-use areas?
   d. percentages of the above in relation to the present building's total floor space?

2. What do we have by way of services/materials?
   a. Materials:
      1. books (by age group focus?)
      2. reference materials?
      3. Videos?
      4. CD's?
      5. Audiobooks?
      6. Other? Periodicals

   b. Materials-Helpers
      1. card catalog?
      2. CW/Mars records?
      3. Other? Circ. Desk PAC

   c. Services:
      1. Inter-Library loan
      2. Book Discussion Group
      3. Children's Programs: list
      4. Friend's Functions: list
      5. Other

3. What don't we have presently but want by way of expansion/renovation?
   a-c. Same subjects as a-c above.
   d. What other subjects do we want and why?
      ✓1. public access/on-line systems, with printers?
      ✓2. larger work/reading browsing area?
      ✓3. increase in volumes?
      ✓4. study/more private reading area?
      ✓5. larger children's room to expand programs?

a Director - spends much-or most- Time on bills, orders, Telephone

6. more staff-exclusive areas:
   a. who needs an office, why, and what size?
   b. what is the need/benefit of larger work area?
      Keep mess out of sight
      " materials segregated (kids, books, etc) + Together (all noisy stuff together)
   c. staff lounge? - privacy sink, kitchen plus coT

7. community room for meetings:
   a. size? 25-40
   b. community groups expected to use, and what do they use/need to do so?
   c. are we so sure that such groups are dissatisfied with their present meeting places that they'll jump on board for need/want for this? No

8. do other departments/buildings provide what we want in the library (i.e. Tahanto library provides computer access and study areas for their students, and after-school transportation to Boylston students. Therefore, should increasing the adolescent library user be a lesser priority?) What effect will Town House availability have on the debate over the need/want of a community meeting room? Do the users of the Town House for meetings have willing ammunition to shoot the community room down given their historical use of the Town House as their meeting place?

9. what groups, demographic or otherwise, are not presently being served well, and why?
   a. pre-schoolers?
   b. grades 1-3?
   c. grades 4-6?
   ✓d. middles school?
   ✓e. high school?
   ✓f. college?
   g. young to middle age adults?
   f. retirees?

4. Why do we want the above?

C:\d\misc\tru.why

III. How Do We Communicate What We Want for the Library to the Non-Library Choir?

A. Subjects that are available for discussion

1. Demographics by Age: which groups
   a. are not being served well at all?
   b. are being served so-so?
   c. are being served very well?

2. Other area libraries provide the following services and/or materials that we don't:

3. Why a different layout of the present building would not provide the Town with the services/materials we want for the library: can someone re-design the present floor plan to provide space for much of what we presently want for the library (i.e. knock out walls near bathroom, create a single sex bathroom [if lawful], move storage items to attic, shrink Carol's office, etc.)?

3. What we want by way of expansion/renovation will provide the following materials/services:
   a. community room;
   b. expanded reading work area (a/k/a Browsing and Lounge area);
   c. on-line access;
   d. computer-CD/ROM access;
   e. greater volume and number of texts, etc.;

4. Out-of-Pocket costs to the Town:
   a. actual outlay by the Town for expansion and/or renovation;
   b. actual outlay for furniture, equipment, and other expected personal property;
   c. expected increase in carrying costs of library:
      1. heating;
      2. electricity;
      3. premises liability insurance;
      4. employee costs;
      5. costs of books and other materials to stock and update stock of texts, references, computer systems, on-line subscriptions, etc.

5. Other subjects available for the sell?

B. Is What We Want a Need, or a Want that [Will Improve the Quality of Life in Boylston?] [We have gone without for far too long?]

1. If a Need, how so?

2. If a Want:

a. for whom will it improve the quality of life in Boylston, or who hasn't waited far too long?

1) how do we garner support from those voters for whom an expansion/renovation will not improve their quality of life/haven't waited far too long since they rarely, if ever, use the library?

2) for those whose quality of life will be improved or who have waited far too long, how do we convince them that the cost to the Town for construction and furnishings, and the increased annual library budget that will result, is worth the improvement of quality of life or wait?

b. how do we compete with the other building "pitches" that have been more obtrusive over the years, such as

1) Police building;
2) Town Garage;
3) Town Hall.

Do we have to portray their pitches to the level of a "want" and not a "need"? For example, do we pound out as a theme the following:

'Like the requests for a new police station, a new town hall, and a new town garage, we all will continue to make do with our present facilities. Every employee of each of the departments seeking new facilities has become more than capable in their job performance at their present site. The commitment and professionalism of these town employees will no doubt continue to produce more than capable job performance without any new locations of any municipal department. But, construction of the proposed expansion and renovation of the library _____ for the citizens of Boylston."

Or, do we try to elevate our theme to that of a need similar to those claimed by other departments. For example, do we sell something like the following:

'For years, we've been making do with a tiny space where the staff works on top of one another and the space provides for only rudimentary and the most basic materials and services. The facility has caused us to be left out in the cold of developments in library science, information access, and to have very little space for any degree of study or research. These are the heart and soul of what any library must deliver. These are not luxuries, but what we need to simply approach the goal of providing basic meat and potato library services, etc., etc.'

Obviously I, whichever theme we choose to present and build our presentation upon, we have to organize our facts in a manner that will provide the most cogent support for the theme.

Obviously II, we should look to other possible themes to present. The "Need or Want" battle shouldn't be considered exclusive.

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BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEE MINUTES
NOVEMBER 1, 1995

Daniel Shanahan, Chairman, called the meeting to order at 7:35 p.m. Trustees present were Peter MacLeod, Cathy Campbell, Joan Banks, Sara Connor and Carol Swiss, Librarian.

The minutes of the September and October, 1995 Trustees' meetings were accepted. Joan Banks provided her Treasurer's Report. She invited comments. Trustee's funds should be transferred. After some discussion was had, Joan stated that she would consider the matter further and report back during the December, 1995 Trustees' meeting.

Sara Connor requested the trustees to authorize payment from trustees' funds to David Ludt for $50.00 for his attendance and participation in the Book Discussion Group. He spoke recently for two hours regarding Shakespeare's England and King Lear. His presentation is expected to be shown on the Boylston cable television station on several occasions during November. The trustees unanimously approved payment to Mr. Ludt of $50.00 for his presentation to the Book Discussion Group.

Carol Swiss then provided her Librarian's Report. She stated that she had attended a public relations meeting that she found very informative.

Carol also stated that the staff is considering scheduling a workshop to train groups of people in the use of the CW/Mars program. Carol also stated that volunteers continue to input data into the CW/Mars program. The Newsletter is expected to contain a request for more volunteers. Carol also stated that one volunteer who had been inputting data into the CW/Mars program had to cease doing so because of personal reasons, and that another volunteer can no longer assist with catalog cards due to her return to her former employment.

Discussion was had regarding revised goals for the library as required for application for any state construction grants. This subject operated as a spring board for a lengthy discussion on pursuit of a construction grant and the necessary municipal work that would have to be expended. Sara Connor suggested that we seek out information from the state regarding methods of raising money and solicit suggestions from the department which extends the grants. Cathy Campbell suggested that we search for a grant writer to assist us in drafting our grant application. Discussion was had regarding forming a Feasibility Study Committee to determine whether raising significant funds from private sources (foundations and individual donors) would be possible, and how this effort would dovetail with efforts to

procure state and municipal funding. A list of people was agreed to be contacted between Daniel Shanahan and Peter MacLeod to try to interest them in meeting within the next few weeks to discuss their interest and ideas regarding this subject.

Peter also reported that the Foundation Auction raised approximately $5,800.00 net. He stated that there was some disappointment among Foundation members regarding the amount raised, as it was approximately 1/2 of the amount raised in 1991.

The next Trustees' meeting is scheduled for December 6, 1995 at 7:15 p.m. at the Boylston Public Library.

With there being no other business, the meeting adjourned at 8:50 p.m.

Daniel Shanahan

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEE MINUTES
OCTOBER 4, 1995

Daniel Shanahan, Chairman, called the meeting to order at 7:25 p.m. Trustees present were Peter MacLeod, Helen Madore, Cathy Campbell, Joan Banks, Sara Connor and Carol Swiss, Librarian. The minutes of the September 13, 1995 meeting were reviewed. It was suggested and approved that acceptance of the minutes be tabled until the November 1, 1995 meeting.

Carol delivered her annual Librarian's Report to all trustees. Joan Banks provided her Treasurer's Report. Carol then proceeded with her Librarian's Report. She stated that she attended a session on preservation of library objects and materials and referred to several climate control issues. She then stated that she had attended a Librarian's Conference in Providence, RI on October 3, 1995. A brief discussion of the use of cable television to discuss library issues was had.

Carol then discussed her attendance at a meeting of the Central Regional Advisory Council. She stated that some of the topics of discussion involved communication techniques and public relations.

Carol stated that the Children's Program started in October. She stated that there were over 100 children enrolled in the summer program. The Trustees voted unanimously to approve payment of $68.00 to pay for prizes and awards delivered to the children during the summer program.

Carol stated that the offer of Allmerica to donate some used furniture was still on the table, but that Allmerica had not yet designated which used furniture would be available for such donations. Carol proposed that we wait one or two more months for Allmerica to reach its decision before we pursue any purchase of furniture for the computer.

Carol reported that Joyce Greenfield and Ann Ancona continued to volunteer to in-put data into the computer database.

Carol also reported that the library purchased several videos at a substantial discount. She also stated that while inspecting various items to respond to the Town's Insurance Report, that she noticed several ceiling tiles downstairs which have bowed and may need further work/replacement. Carol stated that a new motor for her office has been ordered and the furnace repaired.

Some discussion was had regarding the status of the bathrooms.

It was agreed that the library would be closed on November 11, 1995 for Veteran's Day, but would remain open on Friday, November 10, 1995.

Peter and Carol provided updates regarding the Foundation Auction scheduled for October 14, 1995. Peter stated that there would be an open viewing of objects commencing at 4:30, and refreshments would be available at 5:00 p.m. A silent auction would take place at 6:00 p.m. and the regular auction would commence at 7:00 p.m.

Discussion was had regarding placing the Time-Life Record Collection into the auction as it has been removed from the shelves following small demand. The Trustees unanimously agreed that we should not sell any portion of that record collection separately or before the auction, but should make the entire Time-Life Jazz Collection available. Carol stated that the library presently possesses several old school desks from a prior donation and a Raleigh bicycle recently donated. These will be auctioned.

The Trustees unanimously agreed to spend $150.00 for the purchase of books from the Library of America and thereupon to receive a matching grant from the MacArthur Foundation of $100.00.

A brief discussion regarding the state construction grant and application process was had and it was decided to pass over the subject until the November 1, 1995 meeting, as the Foundation is focusing upon its October 14 auction and will have a separate meeting regarding the construction grant process on October 24, 1995 at the library at 7:30 p.m.

It was agreed that monthly meetings of the Trustees continue to occur on the first Wednesday of each month commencing at 7:15 p.m.

Carol reported that the CD-Rom encyclopedia had been ordered.

There being no further business, it was voted to adjourn the meeting at 8:40 p.m.

Daniel E. Shanahan

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BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEE MINUTES
SEPTEMBER 13, 1995

Daniel Shanahan, Chairman, called the meeting to order at 7:25 p.m. Trustees present were Peter MacLeod, Helen Madore and Carol Swiss, Librarian. The minutes of the June 7, 1995 meeting were reviewed and accepted. Carol Swiss proceeded with providing us with a Librarian's Report. She stated that the increase in circulation in August, 1995, from that of August, 1994 in the juvenile usage of the library was due to the presence of a Children's Librarian. Carol also stated that the Annual Report indicates that we circulated more items than the previous year despite the four month absence of a Children's Librarian. This was considered a very positive development considering some decrease in usage at other area libraries.

Discussion of repairs followed. It was suggested by the Trustees that Carol resolve the issue with the noisy motor in her office now and not wait until later on to address this issue along with the absence of air conditioners.

Carol also stated that the library has not purchased a new encyclopedia for two years and suggested that it was a good idea to now do so. Available to the library is a new set of encyclopedias and CD-ROM from Compton for approximately $400.00 or the Worldbook Encyclopedia for $100.00. The Trustees expressed a desire to purchase the Compton encyclopedia so as to provide CD-ROM access to encyclopedia users. The purchase proceeds for this encyclopedia will come from the Library trust fund.

Regarding personnel, Kerri Svenning is no longer employed at the library and is now attending college. Peter Moore may be leaving the library job, but that decision has not yet been made. Carol intends to assess the need to fill either or both of these two positions in the near future.

Carol reported that the summer reading programs went well. Carol also reported that Paula, Barbara and she attended a one-day workshop at Anna Maria College. The major subject of the workshop included inter-library loans, data bases of C.W. Mars, and use of the Internet.

There was a lengthy discussion of whether the library wanted to prepare documents and plans to apply for state aid for building addition/renovation. Carol stated that a Letter of Intent must be submitted by the library on or before December 15. The letter is fairly general but must specify the amount of money the library needs to complete its planned construction project. Also, the town must vote and approve the library's

request to receive money from non-municipal funds. We must also be in a position to provide various data regarding the library facility and land. Such data would include perc tests and other general construction information.

Peter thinks that it would be advisable to inquire of the Library Foundation to determine their interest in pursuing this funding effort, particularly in light of the Foundation's significant efforts of approximately 10 years ago. Discussion was had regarding ability to raise funds from private sources to finance this project, and whether the Foundation members and Trustee members would be willing to expend the effort and time to pursue the goal of an addition to the library. It was agreed that Peter would speak with members of the Foundation, with the expectation that a thorough discussion would occur in late October following the Foundation's auction.

Peter and I thought that moving the issue of funding/addition out into the public arena would be beneficial, and the process had to start at some time. Given the fact that other capital municipal needs are presently being addressed in town, it was expressed that this may now be a good time to put the library's interest/needs on the table alongside that of police station, town garage, and other proposed new/additional municipal facilities.

The Trustees agreed to generally wait until the Foundation further discusses the funding/addition issue in late October, but also to discuss the same at our next monthly meeting.

Discussion was had regarding the date and time of Trustee monthly meetings. Dan Shanahan requested that this item be tabled until the October, 1995 meeting so as to determine his new "family" schedule and availability for Wednesday evening meetings. The other Trustees present and Carol agreed to so table this issue.

Carol reported that the insurance company that insures the town facilities inspected the library and made several suggestions for repairs and improvements. Although none of the repairs or changes appear substantial, we all agreed that they must be addressed fairly quickly. Since a copy of the report was delivered to Don Parker, it was assumed that he would work with Carol to address the matters raised in the insurance report. A further report on this subject might be helpful during the next month meeting.

Peter provided an update on the Foundation auction scheduled for October 14, 1995 at Tahanto. Peter stated that the silent portion of the auction begins at 5:00 p.m. and the main auction will begin at 7:00 p.m. Refreshments are expected to be served between 6:00 and 7:00 p.m. Viewing at the auction should commence at 4:30 p.m.

Carol reported that no "rules" for use of the computer has been drafted by the library, as there has been little public request or demand for use of the computer, thereby requiring no rules regarding scheduling of time, time limits, and the like. It was suggested that a notice be published on the public access channel through Cindy Adams to make sure people are aware that the public has access to the new computer system. Dan Shanahan and Carol were to work together in notifying Cindy Adams and requesting that such a notice be included on the public access channel.

Carol also stated that she would contact State Mutual regarding their March, 1995 offer to deliver to us some used furniture for usage at the library. This matter had apparently been put on the back burner at State Mutual, but it is presently causing an uncertainty in final location of the new computer. We want to move on the issue of placing the computer in a more "public friendly" location and need some furniture to do so. Carol stated she would contact State Mutual before the next monthly meeting to determine the status of any gifts of furniture.

Carol also stated that there were two volunteers who are continuing to input data onto the new library computer.

Regarding meetings in which any Trustees or librarians may find advisable to attend in the near future, Carol stated that there was a meeting of the New England Library Association on the first Monday of October which she planned to attend. Dan Shanahan stated that he would check with his schedule to determine his availability to attend the meeting entitled "New Realities in Public Library Funding" at the Milford Town Library on October 14, 1995 between 9:00 a.m. and 3:00 p.m. He plans to attend that meeting if he is not already scheduled for something else that day. Peter also pointed out a very valuable local group which we may be interested in joining forces. The June 20, 1995 issue of "Cracker Crumbs" referred to a Building Construction Support Group that had formed in the late spring and apparently is presently holding meetings on Mondays at the West Boylston Public Library. Dan Shanahan will contact Roe Waltos at the Millbury Public Library (865-1181) for further information regarding this group.

It was agreed that the next monthly meeting would take place on October 4, 1995 at 7:15 p.m. at the library.

With there being no other business, the meeting adjourned at 8:40 p.m.

Daniel E. Shanahan

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BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

June 7, 1995

Peter MacLeod, Chairman, called the meeting to order at 7:15 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Dan Shanahan, and Carol Swiss, Librarian. The minutes of the May 3, 1995 meeting were reviewed and accepted.

Following the Treasurer's Report, Carol Swiss reported that she was one of eight local librarians invited to meet with Congressman Peter Blute in mid-May, 1995. She stated that communication from governmental agencies to the Boylston Library were very informative and of high quality, but somewhat tardy in their delivery to us. She stated that the Trustees should anticipate receiving form letters for signature and mailing to Congress in the near future regarding library concerns.

Carol also told us that the expense portion of the municipal budget for the library has been depleted due to increases in projected costs of repairs and a slightly higher than usual expenditure for the Children's Program. She further stated that she received a lower than anticipated bid for some of the roof repair and a higher bill than anticipated from Johnson Plumbing for faucet work.

Regarding recycling of paper products at the library, Carol reported that the Shrewsbury Library doesn't do anything regarding this, and that the Northboro Library does very little. Sara Connor suggested that we address any recycling concerns through the Town, as it is the Town which contracts with Waste Management for trash removal and/or recycling, and that any recycling issues should be addressed to that same contract. Joan Banks stated that she would talk to Margo regarding the subject. Carol stated that she would talk to Don Parker regarding the same.

Carol reported that the Friends of the Library Book Sale and Kids' Fair were successful on Memorial Day considering the threatening weather. She also reported that the Friends planned to take several helpers to lunch this coming Friday in appreciation of their work.

Dan Shanahan reported that the Planning Board has temporarily tabled its work on the Visioning Statement as the planning agency which has been hired by the Town to complete the Visioning Statement is now addressing concerns regarding the Town's interest in purchasing the Digital property. Dan Shanahan stated that he would follow-through with the Planning Board on the Visioning Statement.

Regarding the use, control, and thorough description of library trust funds, Carol reported that Donna and Gary Suter were unable to meet with the Trust Fund Sub-Committee until late July. Carol reported that it was her understanding that the trustees control the use of the interest earned from that portion of the Town trust funds which are attributable to library trust funds, and that the control issue related primarily to the payor and signatory to any trust check. The question was then raised whether it would be possible to remove from the Town's funds the principal attributable to library trust funds into investment fund(s) designated by the Trustees. Carol suggested that Donna seemed agreeable to such a transfer if requested, but only if the transfer went into a "traditional" fund and not into swampland in Florida.

It was agreed that the Trust Fund Sub-Committee (Catherine Campbell, Joan Banks, and Dan Shanahan) would speak and explore prospective traditional investment funds into which we might request deposit and isolation of library trust funds from those in which the Town has invested. Dan Shanahan will contact Joan Banks and Catherine Campbell to arrange for such a discussion.

Regarding the auction of October 14, 1995, Peter MacLeod stated that we should all receive shortly in the mail an auction notice form with instructions and information. The auction committee is also writing to many libraries throughout the country asking for gifts and/or donations for the auction.

Carol was authorized by the Trustees to purchase and have installed an air conditioner for the Children's Room and to attempt to hire a mechanic to repair the air conditioner upstairs.

Peter MacLeod gave a update on the library's cable TV show. He suggested that one topic for the show might be providing instructions on how to use the new computer program at the library.

Regarding the new library computer, Carol Swiss reported that the access to the public access terminal has been sped up. She stated that we presently do not have a WordPerfect program but will likely have to purchase the same for the new computer.

Carol will also be considering temporary rules for the use of the computer system with Paula. She expects to enact these new rules on a temporary basis and report back to us in September regarding their acceptability and the need for any changes or additions. Sara made a suggestion regarding using a sign-up sheet to reserve specific blocks of time.

Regarding the library becoming part of a national trust designation, Carol reported that Brenda Hollins was resigning her role in this process and that a new person would soon be taking over the documents regarding the application process. The application process for such a designation was described as chock full of paperwork, to such a degree that completion of all the paperwork and necessary background information for the same was considered more difficult than the acceptance process once the paperwork was received by the Persons of Consequence.

There were no outside meetings of which the Trustees or librarians were aware which merited attendance.

Elections of officers were held. The results were such that Catherine Campbell will likely rue the day she missed a trustee's meeting where elections were held. The following persons were elected to the following posts: Chairperson - Daniel Shanahan; Vice-Chairperson - Helen Madore; Secretary - Catherine Campbell; and Treasurer - Joan Banks.

A hearty expression of gratitude and thanks was extended to Peter MacLeod for the time and effort he committed to the library in his role as Chairperson for the past term.

There were no items to be discussed under either New Business or Old Business.

The next meeting was announced as scheduled for September 6, 1995 at 7:15 p.m.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Daniel E. Shanahan
Secretary-Designate for Meeting

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BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
May 3, 1995

Peter MacLeod, Chairman, called the meeting to order at 7:20 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Dan Shanahan, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the April 5, 1995 meeting were accepted.

Carol Swiss reported that the permanent hardware has arrived for the C/W Mars system. The C/W Mars software will be loaded at a later time. It is still installed on the computer that has been used temporarily. Paula Peterson gave a Windows demonstration using the new computer.

Carol Swiss gave a maintenance update report. Don Parker from the highway department will fix the treads on the ramp. Barnard Roofing came and made necessary repairs. Carol has received quotes from Lamotte and Pioneer on the cost of fixing a furnace motor.

A letter will be sent out to all town residents, by the Library Foundation, detailing the plans for the upcoming Fall auction, which is to be held Saturday, October 14 at Tahanto High School.

Peter MacLeod reported that the library segment for the ten minute news magazine to be aired on cable will be out soon. The second segment is ready to be taped.

The annual Boylston Town Meeting will be held on Monday, May 8. All trustees are planning to attend.

The MLA's Annual Legislative Day will be held on Wednesday, May 10 at the state all. All trustees are invited to attend.

Discussion was had on implementing a policy regarding patron use of the C/W Mars computer as well as the creation of a "how to" pamphlet or sheet on the use of the system. This will be discussed at a future meeting.

Dan Shanahan made a motion to adjourn which was seconded by Sara Connor at 8:40 p.m. The next meeting will be held on June 7 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

MEETING OF THE LIBRARY BOARD OF TRUSTEES

APRIL 5, 1995

AGENDA

1. Signing of Bills.
2. Approval of Minutes of the March meeting.
3. Treasurer's Report.
4. Friends of the Library Report- Joan Shanahan
5. Librarian's Report- Carol Swiss.
6. Update on the Town Budget.
7. Policy on borrowing and fines for library materials.
8. Report on Library Trustee Funds- Cathy Campbell.
9. Update on auction- Peter MacLeod
10. Update on Cable TV show- Peter MacLeod
11. Update on Planning Board- Dan Shanahan.
12. New Business.
13. Old Business.
14. Next Meeting: May 3, 1995, 715 PM.
15. Adjournment

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
April 5, 1995

Peter MacLeod, Chairman, called the meeting to order at 7:15 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Dan Shanahan, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the March 1, 1995 meeting were accepted.

Joan Shanahan, President of the Friends of the Boylston Library, was present and gave a report on the activities of the Friends. The Friends currently have 120 members. They sponsor many of the childrens activities throughout the year including a Halloween party, and visits by Santa and the Easter Bunny. There were ten graduates from the recent babysitting course they gave. The Friends have received an Arts Council grant for a theater arts group which will be performing in April. The Friends are also extremely active during the Memorial Day festivities, and sponsor a book sale.

Carol Swiss reported that the library has a new page, Peter Moore, who is a junior at Tahanto. She also provided the Trustees with the publication Children's Chatter which was put together by the new Children's Librarian, Barbara Connors Despres.

The Trustees voted to submit an amended requested budget of $89,935 to the finance committee.

Helen Madore, Carol Swiss and Cathy Campbell reported on their findings of the overdue fine structures of libraries in some of the surrounding communities. The board will take this information under advisement. The recently implemented changed video borrowing policy was discussed. Cathy Campbell made a motion to leave the policy as is through the summer. Joan Banks seconded the motion. It was voted and passed.

Cathy Campbell reported on the trust funds which the town holds. Donna Erickson, the town Treasurer and Gary Suter, the town accountant would like to meet with Carol Swiss, Joan Banks, Dan Shanahan, and Cathy Campbell at some time after the town meeting to discuss the various accounts which the library is involved with, and clarify the town's position on the Trustee's use of these funds.

A letter will be sent out to all town residents, by the Library Foundation, detailing the plans for the upcoming Fall auction. The auction will be held Saturday, October 14 at Tahanto High School.

Peter MacLeod reported that the library segment for the ten minute news magazine segment has been completed. He is looking for people who would be interested in participating in a future segment.

Joan Banks made a motion to adjourn which was seconded by Sara Connor at 8:40 p.m. The next meeting will be held on May 3 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

MEETING OF THE LIBRARY BOARD OF TRUSTEES

MARCH 1, 1995

AGENDA

1. Signing of bills.

2. Approval of Minutes of the Feb. meeting.

3. Treasurer's Report/discussion of Trustee funds and their use.

4. Librarian's Report.
   a. Federal Grant
   b. Library Fines
   c. other

5. Fund raising.
   a. Fall, 1995 auction update.
   b. Names of auction committee leaders.

6. Planning Board meeting of Feb. 27th, Dan Shanahan.

7. Finance Committee meeting of Feb. 22.

8. Cable TV Update
   a. Anyone interested in starring in or producing a monthly segment.
   b. Anyone interested in producing or starring in a monthly half hour program (book discussion, reviews, children's programs, etc)
   c. Other publicity: regular column now appearing in the Banner along with Trustee meeting times.
   d. Meeting times will be appearing soon on Channel 12.

9. New Business.

10. Old Business

11. Next Meeting: April 5, 1995, 715 PM.

12. Adjournment.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

MEETING OF THE LIBRARY BOARD OF TRUSTEES

MARCH 1, 1995

AGENDA

1. Signing of bills.

2. Approval of Minutes of the Feb. meeting.

3. Treasurer's Report/discussion of Trustee funds and their use.

4. Librarian's Report.
   a. Federal Grant
   b. Library Fines
   c. other

5. Fund raising.
   a. Fall, 1995 auction update.
   b. Names of auction committee leaders.

6. Planning Board meeting of Feb. 27th, Dan Shanahan.

7. Finance Committee meeting of Feb. 22.

8. Cable TV Update
   a. Anyone interested in starring in or producing a monthly segment.
   b. Anyone interested in producing or starring in a monthly half hour program (book discussion, reviews, children's programs, etc)
   c. Other publicity: regular column now appearing in the Banner along with Trustee meeting times.
   d. Meeting times will be appearing soon on Channel 12.

9. New Business.

10. Old Business

11. Next Meeting: April 5, 1995, 715 PM.

12. Adjournment.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

March 1, 1995

Peter MacLeod, Chairman, called the meeting to order at 7:20 p.m. Trustees present were Helen Madore, Dan Shanahan, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the February 1, 1995 meeting were accepted.

Carol Swiss reported on library funds that the town holds for the library. An investment subcommittee was formed with Dan Shanahan and Cathy Campbell as members. They will try to ascertain how the town is investing this money and what potential uses the Trustees may have for this money.

Carol mentioned that we may want to reconsider our overdue fine structure. She reported that the West Boylston Library has eliminated fines and works on an donation system, which allows the patron to determine how much he/she wants to donate. Helen Madore will find out the overdue policies of the Berlin and Bolton libraries. Cathy Campbell will find out the overdue policies of the Marlboro, Northboro, Shrewsbury, Westboro and Worcester libraries.

Peter MacLeod reported that the Boylston Library Foundation Board of Directors met February 9 and organized committees for the upcoming Fall auction. The auction will be held Saturday, October 14 at Tahanto High School.

Dan Shanahan attended the Planning Board visioning meeting of February 27. He asked that their vision statement be amended to include the space needs of the library. He will continue to represent the library at future Planning Board meetings.

Peter MacLeod ask if anyone was interested in starring in a 10 minute news magazine segment he is producing for Channel 11, the Boylston community channel. It was also noted that The Banner is featuring a regular column on the Boylston Library.

The roofing contractor gave us an estimate of between $1500 and $2000 to get the roof caulked around the skylight. He feels that it is not imperative to have this done immediately.

Dan Shanahan made a motion to adjourn which was seconded by Cathy Campbell at 8:45 p.m. The next meeting will be held on April 5 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

February 1, 1995

Peter MacLeod, Chairman, called the meeting to order at 7:20 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Dan Shanahan, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the January 11, 1995 meeting were accepted.

Carol Swiss reported that the C/W MARS computer arrived last week, and is up and running. This system is to facilitate the Interlibrary Loan process. All new titles will be added to the system.

Barbara Connors Despres has been hired as Children's Librarian. She will start on February 4. The Trustees and Friends will hold a welcoming reception for Barbara from 10:00am - 11:00am Saturday, February 11.

Joan Banks made a motion to increase the Children's Librarian salary to $10.05 per hour. This was seconded by Sara Connor. It was voted and passed.

Sara Connor reported that the book discussion group was celebrating its seventh birthday.

The trustees will present the Library budget to the Finance Committee meeting Wednesday, February 22 at 7:30pm.

Peter MacLeod reported that the Boylston Library Foundation Board of Directors will meet Thursday, February 9 to organize committees for the upcoming Fall auction. The auction will be held Saturday, October 14 at Tahanto High School. The silent auction will begin at 5:00 and the regular auction will begin at 7:30. Peter also reported that, as of the second week in January, the Foundation had received over $4700 from its annual appeal.

The roofing contractor will give us estimates on the roof repair. The caulking around the skylight needs replacing. This is not an emergency situation. The heating contractor will give an estimate on the repair of the noisy heater motor. The garden club will expand the plantings around the flag pole this year.

Sara Connor made a motion to accept the new video return policy. Helen Madore seconded the motion. It was voted and passed.

Joan Banks made a motion to adjourn which was seconded by Cathy Campbell at 8:40 p.m. The next meeting will be held on March 1 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

January 11, 1995

Peter MacLeod, Chairman, called this special meeting to order at 7:00 p.m. Trustees present were Joan Banks, Helen Madore, Cathy Campbell, Dan Shanahan and Carol Swiss, Librarian.

Two candidates for the children's librarian position were interviewed. It was decided that the position should be readvertised. Carol will place ads in the Coulter Press Publications; The Banner (serving Boylston and West Boylston), The Weekly Record (serving Shrewsbury, Northboro and Westboro), and the Daily Item. An ad will also be placed in the Telegram and Gazette. There will be an application deadline of January 31, 1995. We are looking for candidates who have a BA degree, experience with children's programs and library experience preferred.

Carol presented an idea for an amnesty program for the return of overdue videocassettes. The trustees felt this was a good idea. The policy for all overdue materials will be discussed at the next Trustees meeting.

The meeting adjourned at 9:10 p.m. The next meeting will be held on February 1 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

January 4, 1995

Peter MacLeod, Chairman, called the meeting to order at 7:20 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the December 7, 1994 meeting were accepted.

Carol Swiss reported that there are two finalists for the children's librarian position. A special Board of Trustees meeting will be held on Wednesday, January 11 for final interviews. A member of the friends, who has young children, will be asked to sit in on the interviews.

Peter MacLeod reported that the Boylston Library Foundation board of directors will meet Monday, January 9 to discuss fund raising activities for the upcoming year.

Carol Swiss presented her FY95 budget. Joan Banks made a motion for the trustees to present the budget to the Finance Committee meeting Wednesday, February 22 at 7:30pm. Cathy Campbell seconded the motion. It was voted and passed.

It was agreed that we are not prepared to submit an application for state funding for an addition to our library, at this time. We will address the issued again, in the future.

Carol Swiss will seek estimates to repair the noisy furnace.

Helen Madore made a motion to adjourn which was seconded by Sara Connor at 8:40 p.m. The next regular meeting will be held on February 1 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

MEETING OF THE BOARD OF LIB. TRUSTEES

DEC. 7, 1994

AGENDA

1. Signing of bills
2. Approval of the minutes of the November meeting
3. Treasurer's Report
4. Librarian's Report
5. Fund Raising Report
6. Application for state money
7. Library Goals.....vote
8. Town/liquor license
9. Town finance committee
10. New Business
11. Old Business
12. Next Meeting: Jan. 4, 1995
13. Adjournment

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

December 7, 1994

Peter MacLeod, Chairman, called the meeting to order at 7:15 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Dan Shanahan, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the November 9, 1994 meeting were accepted.

A motion was made ~~to~~ by Joan Banks to donate $25.00 to the Armenian Genocide museum in Watertown as a thank you for the presentation given to the book discussion group. Dan Shanahan seconded this motion and it was voted and passed.

Carol Swiss announced that the library would be having a holiday open house on Saturday, December 17 from 10 AM - 2 PM. All are welcome. She also noted that the library will be closed on Saturday, December 24.

Carol Swiss reported that the children's librarian has given her notice. Her last day will be December 17. Carol is in the process of finding a replacement.

Discussion was had on ways to publicize the library more. Carol Swiss will contact the Banner about having a column in the Banner, similar to the Beaman Notes column; as well as have the schedule of the trustees meetings published in the Banner Around Town section. Carol also suggested that an updated "library tour" on video be made. We will also check with the Town Clerk about having our meetings announced on the town cable channel. WBAC may be able also to list any library events in the works, as well as any new acquisitions the library has made to its collection.

Carol Swiss asked for an opinion from the Trustees as to whether we should apply for state money for an addition to our library. There are 32 assurances that have to be completed by March. Sticking points may be the lack of seed money, and that a town meeting would have to grant approval to seek the grant. It was agreed that this would be discussed again at the January meeting.

Updated library goals are required for a construction grant. Cathy Campbell made a motion to accept the revised library goals and Joan Banks seconded the motion. It was voted and passed.

The library's request to the town for a refund of the $50.00 liquor license fee for the 90th birthday celebration was denied. We will ask the Foundation to reimburse the Friends of the Library who provided the money.

Peter MacLeod reported that the Boylston Public Library Foundation was in the process of sending out its annual appeal letter. He also mentioned that the Foundation would be holding a fund raising auction in the fall of 1995.

Joan Banks made a motion to adjourn which was seconded by Dan Shanahan at 8:30 p.m. The next meeting will be held on January 4 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

December 7, 1994

Peter MacLeod, Chairman, called the meeting to order at 7:15 p.m. Trustees present were Joan Banks, Sara Connor, Helen Madore, Dan Shanahan, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the November 9, 1994 meeting were accepted.

A motion was made to by Joan Banks to donate $25.00 to the Armenian Genocide museum in Watertown as a thank you for the presentation given to the book discussion group. Dan Shanahan seconded this motion and it was voted and passed.

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Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Nov. 9, 1994

--AGENDA--

1. Signing of Bills
2. Call to Order
3. Consideration of the Minutes of the Oct. meeting
4. Treasurer's Report, Joan Banks
5. Correspondence.....letter on non-residents, other
6. Report from the Anniversary Committee, Helen Madore
7. Report on the Mass. Library Trustee Association special program on how to become a "Good Trustee".
8. Librarian's Report, Carol Swiss
9. Application for Construction Funds , goals, etc
10. Proposal to have a member of the state board of trustees meet with us next month.
11. Fund Raising for new construction.....Pete MacLeod
12. C.W. Mars report, Carol Swiss
13. New Business
14. Old Business
15. Adjournment

Next Meeting: December 7, 1994?.....is this OK?, Change?

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

November 9, 1994

Peter MacLeod, Chairman, called the meeting to order at 7:22 p.m. Trustees present were Daniel Shanahan, Helen Madore, Peter MacLeod, and Carol Swiss, Librarian. The minutes of the October 5, 1994 meeting were accepted.

There was a review of several codes of Massachusetts Regulations regarding the use of non-residents of the Boylston Library. Carol reported that approximately two dozen non-residents use the library services each month and that the Commonwealth provides a small payment to the library as reimbursement for these services.

The anniversary committee reported that all bills were paid for the anniversary party and that thank you notes were timely sent. Although a final figure is not tallied, it was estimated that there was a net profit of approximately $500.00.

Daniel Shanahan reported on the conduct of the Library Trustees Seminar at the Worcester Public Library in September, 1994.

Carol Swiss reported that there was a computer that was supposed to be delivered to the library in early November, 1994, but due to a shortage in the computer-providing agency, it had not yet been delivered. Daniel Shanahan volunteered to donate to the library his dot Matrix printer, which the library accepted.

Discussion was also had regarding return of sandwich board signs to the Highway Department and the beginning of children's programs in mid-November.

Carol Swiss discussed her concern regarding changes in circulation and discussion was had thereon. Reasons were discussed for decrease in circulation, including possible rumors that the library was closing or had closed, that the slight improvement in the economy provided for better business for bookstores, and that some large volume users of library materials had moved out of town. Methods to reverse the downward trend in circulation were discussed, including advertising library availability and publicize receipt of new books and/or videos, publicize prospects for a new computer data base, and conduct a more active inquiry to library users regarding the manner in which they want to use the library, and to possibly write a newspaper article for <u>The Banner</u> approximately every two weeks to four weeks regarding library events and/or receipt of new materials. It was agreed that these items would be monitored and discussed at future meetings.

Discussion was had regarding construction funding and/or goals for state review of funding eligibility and/or local planning for construction. Carol Swiss stated that she was to attend a seminar on how to proceed with state processing of the library's plans for expansion.

It was agreed that there would be an invitation extended by the library to the Commonwealth's Board of Library Trustees to visit the library in the future.

A motion to adjourn was properly made and seconded. The meeting was adjourned at 8:10 p.m. The next meeting will be held on December 7, 1994.

misc\mins

BOYLSTON PUBLIC LIBRARY
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A motion to adjourn was properly made and seconded. The meeting was adjourned at 8:10 p.m. The next meeting will be held on December 7 , 1994.

misc\mins

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

October 5, 1994

Peter MacLeod, Chairman, called the meeting to order at 7:15 p.m. Trustees present were Dan Shanahan, Joan Banks, Sara Connor, Helen Madore, Cathy Campbell, and Carol Swiss, Librarian. The minutes of the September 7th meeting were accepted.

Cathy Campbell made a motion to accept the treasurers report given by Joan Banks. The motion was seconded by Sara Connor.

Sara Connor and Helen Madore reported on the library's 90th birthday celebration to be held October 15. Tickets are available for $15.00 at the circulation desk. Sixty one tickets have been sold so far. Dan Shanahan reported that the event is being advertized on Boylston cable as well as on the Boylston Municipal Light Department bills which were recently sent out. The sandwich boards are in place at the intersections of School and Main Streets as well as the intersection of routes 140 and 70.

The bush planting ceremony, at the library, begins at 12:30 pm on October 16. Rev. Bard from the Assembly of God church will give the invocation. Choir members from the Boylston Congregational Church will sing.

Carol Swiss reports that, with the assistance of Senator Arthur Chase's office, we will now receive a free subscription the to the publication, Central Register. She also mentioned that the ramp in front of the library has been restained by volunteers.

Peter MacLeod made a report on the Trustee orientation night, held September 19th at the Worcester Public Library. Dan Shanahan and Cathy Campbell will attend the, "How You Too Can Be A Good Trustee" presentation on October 24, given by the Massachusetts Library Trustee Association.

Peter MacLeod reported on the availability of state construction funds for public libraries, and the process required to be considered for funding. Carol Swiss will submit the required paperwork to get our library in the "pipeline."

Joan Banks made a motion to adjourn which was seconded by Peter MacLeod at 8:25 p.m. The next meeting will be held on November 9 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Sept. 7, 1994

--AGENDA--

1. Signing of bills.
2. Call to Order
3. Minutes of the July meeting.
4. Correspondence
5. Trustee Orientation and speaking program, Sept. 19, in Worcester Another workshop is set for October 24th at 630 PM. Can anyone go to either or both?
6. Treasurer's Report, Joan Banks
7. Discussion of the Birthday celebration set for Oct. 15th. Trustee's contribution, tickets, details, what help is needed?
8. The event on Sunday, Oct. 16.
9. Librarian's Report
10. State Aid.....state aid workshop on Sept 20, 1000 AM, Shrewsbury
11. Date for monthly meetings
12. Library finances for 1994-95.....how does it look?
13. Old Business
14. New Business
15. Adjournment

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

September 7, 1994

Peter MacLeod, Chairman, called the meeting to order at 7:24 p.m. Trustees present were Dan Shanahan, Joan Banks, Sara Connor, Cathy Campbell, and Carol Swiss, Librarian. Dan made a motion to accept the minutes of the July 6th meeting and it was seconded by Joan Banks.

Carol Swiss invited trustees to participate in the first annual trustee orientation co-sponsored by the Massachusetts Board of Library Commissioners and the Central Massachusetts Regional Library System to be held September 19. Peter MacLeod and Cathy Campbell will attend. On October 24, the Massachusetts Library Trustee Association will sponsor a "Welcome Aboard" video presentation at the Worcester Public Library which Cathy Campbell and Dan Shanahan are planning to attend.

Sara Connor reported on the library's 90th birthday celebration dinner which will be held at Tower Hill October 15. Tickets are available for $15.00 at the circulation desk. $5.00 of the ticket cost is tax deductible. A motion was made, by Sara Connor, that the trustees donate an amount not to exceed $400.00 to go toward birthday celebration unforseen expenses. This motion was seconded by Joan Banks. Dan Shanahan has agreed to act as publicity chairman for the celebration, and will contact the Banner, Worcester Telegram, Boylston local access cable and the Boylston Municipal Light Department. He will also see about a sandwich board to advertize the event. The celebration continues on October 16, when there will be a bush planting ceremony at the library at noon.

Carol Swiss reported that MaryAnn MacGee will be joining the library, September 13, as the new children's librarian. She brings to the library a great deal of experience. Welcome to MaryAnn.

Carol Swiss presented her annual report to the trustees for the year ended June 30, 1994.

It was agreed upon that the trustees will hold their meetings on the first Wednesday of the month at 7:15 p.m. Dan Shanahan made a motion to adjourn which was seconded by Joan Banks at 8:20 p.m. The next meeting will be held on October 5 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

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Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

July 6, 1994

Peter MacLeod, Chairman, called the meeting to order at 7:15 p.m. Trustees present were Helen Madore, Cathy Campbell, and Carol Swiss, Librarian. Cathy mad a motion to accept the minutes of the June 1st meeting and it was seconded by Peter MacLeod.

Helen Madore reported on the library's 90th birthday celebration dinner which will be held at Tower Hill October 15. Bill Dupuis of the Boylston Historical Society will speak on the history of the library. We thank the Boylston Garden Club for their generous donation toward the celebration.

The celebration continues on October 16, when there will be a tree planting ceremony at the library. Coffee and danish will be served.

Carol Swiss reported on staffing issues for the summer. The library is joined by Renee Voorhees who is administering our summer children's programs. Peggy Nugent is helping us out as a page this summer. Welcome.

The available position for Children's Librarian has been posted with the Board of Library Commissioners as well as the Central Massachusetts Regional Library System (CMRLS). The CMRLS will advertize the position in its Cracker Crumbs publication.

Helen Madore made a motion to adjourn which was seconded by Peter MacLeod at 8:00 p.m. The next meeting will be held on September 7 at 7:15 p.m.

Respectfully submitted,

Catherine A. Campbell

Catherine A. Campbell
Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

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Catherine A. Campbell

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Secretary

3-94 / 6-94

For information on the decrease in library funding proposed by the FinCom, and the subsequent 2 overrides, see Annual Report of the Library Director to the Trustees.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

June 1, 1994

Sara Connor, Chairman, called the meeting to order at 7:15 P.M. Trustees present were Peter MacLeod, Dan Shanahan,Joan Banks, Sara Connor, Helen Madore, and Asst. Librarian, Paula Peterson. Sara made a motion to accept the minutes of the May 4th meeting and it was seconded by Dan.

Among the correspondence was a thank you note from the Paul Banks family. Also were notifications from many of the surrounding towns that they will not extend borrowing privileges to libraries who have been discredited. The Selectment notified us that there will be a meeting on June 7th to plan the format for the explanation meeting to be held on June 15th for the override vote questions to be voted on June 27th.

The Asst. Librarian received letters for all employees of the library giving them notice that if the override does not pass, they will all be laid off.

The Treasurer reported that we have the sum of $9,530.48 in the treasury. Helen Madore made a motion to accept the report and it was seconded by Peter.

It was reported that the Assabet painting is done and paid for. The election of officers for the upcoming year was held. The officers elected for the 1994-95 year are a follows: Chairman: Peter MacLeod, Vice-Chairman: Helen Madore, Secretary: Kathy Campbell, Treasurer: Joan Banks.

Joan Banks made a motion to adjourn which was seconded by Peter at 8:11 P.M. The next meeting will be held on July 6 at 7:15 P.M.

Respectfully submitted,

Helen Madore

Helen Madore,
Recording Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

June 1, 1994

Sara Connor, Chairman, called the meeting to order at 7:15 P.M. Trustees present were Peter MacLeod, Dan Shanahan,Joan Banks, Sara Connor, Helen Madore, and Asst. Librarian, Paula Peterson. Sara made a motion to accept the minutes of the May 4th meeting and it was seconded by Dan.

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Respectfully submitted,

Helen Madore,
Recording Secretary

Boylston Public library
Meeting of Board of Trustees
May 4, 1994

The meeting was opened by Sara Connor, Chairman. Those present were Sara Connor, Peter MacLeod, Helen Madore, and newly elected member Dan Shanahan and Carol Swiss, Librarian. the new member was welcomed by all.

Sara made a motion that the minutes of April 17th be accepted. It was seconded by Peter and so voted.

The meeting was held at the Municipal Office Building as the trustees were to meet with the Selectmen later on in the evening.

The librarian reported that she met with John Trexler and Pat Bigelow about the plantings around the library. It was decided that the sod by the ramp would stay. The crabapple tree will stay as it does a good job of hiding the ramp, and they suggested that a birch tree be planted between the edge of the parking lot and the end of the ramp. There was a discussion that a bush would serve as a cover for the ramp rather than a tree.

Assabet Valley students have been painting the exterior trim, as well as the children'sroom, librarian's office, stack ends and floor of the storage room. A motion was made by Helen that the trustees donate $200 to the scholarship fund in lieu of paying transportation fees for the workers. It was seconded by Sara, and approved.

It was voted to donate $200 to the Paul Banks Scholarship Fund in memory of the husband of Trustee Joan Banks. This motion was made by Peter and seconded by Helen.

A motion was made to adjourn at 7:40 p.m. by Helen and seconded by Sara.

The next meeting will be June 1, 1994.

Respectfully submitted,

Helen Madore

Helen Madore, Secretary

Boylston Public library
Meeting of Board of Trustees
May 4, 1994

The meeting was opened by Sara Connor, Chairman. Those present were Sara Connor, Peter MacLeod, Helen Madore, and newly elected member Dan Shanahan and Carol Swiss, Librarian. the new member was welcomed by all.

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It was voted to donate $200 to the Paul Banks Scholarship Fund in memory of the husband of Trustee Joan Banks. This motion was made by Peter and seconded by Helen.

A motion was made to adjourn at 7:40 p.m. by Helen and seconded by Sara.

The next meeting will be June 1, 1994.

Respectfully submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES' MINUTES

APRIL 14, 1994

Sara Connor called the meeting to order at 7:21 p.m. Members present were Sara Connor, Peter MacLeod, Cathy Hessinger, Helen Madore, and Carol Swiss, Librarian.

Correspondence consisted of an invitation from the Selectmen for the trustees to attend a meeting on April 25th at 7:00 p.m. at Tahanto. There will be a televised explanation of the override.

The Librarian suggested that the Horticultural Society, the Boylston Garden Club and Bigelow's Nursery coordinate a plan regarding landscaping for the library to be approved by the trustees.

Students from Assabet Valley Vocational School have been working for three days painting the outside trim.

The Birthday committee reported that plans are under way for the celebration which will be held October 15th and 16th - Dinner at Tower Hill followed by a program of historical interest pertaining to the Library and of the town/ Plans are underway for a burying a time capsule on Sunday morning.

Sara Connor made a motion to ask the trustees of neighboring towns to formulate a policy regarding reciprocal borrowing privileges in the event the Boylston Library becomes decertified. This motion was seconded by Peter MacLead.

Sara Connor made a motion to adjourn at 8:45 and it was seconded by Helen Madore. The next meeting will be held on May 4th.

Respectfully submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

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Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

March 30,1994

Sara Connor, Chairman, called the meeting to order at 7:15 P.M. Trustees present were Peter MacLeod, Joan Banks, Sara Connor, Cathy Hessinger, Helen Madore, and Carol Swiss, Librarian.

Correspondence consisted of an $106.65 grant from the Massachusetts Equalization Grant to accomodate the library for its use of out of town patrons. It was suggested that the letter from the MLTA membership committee be acted on at a later date.

Cindy Erle, President of the Friends, gave a brief report of the activities of the Friends in the past year. She noted that the appraisal program was well attended; they recieved a grant of $200.00 for the reading program, the babysitting program is being sponsored by the Red Cross for certification; there will be a trip to the Children's Museaum in Hartford coming up soon.

The remainder of the meeting was devoted to a discussion of the potential impact on the library if the 2 1/2% override vote does not pass.

Helen Madore made a motion that the meeting be adjourneed which was seconded by Sara Connor at 8:35 P.M. The next meeting will be held on April 14th at 7:15 P.M.

Respectfully Submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

March 30,1994

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Respectfully Submitted,

Helen Madore

Helen Madore, Secretary

Boylston Public Library

Meeting of the Board of Trustees

March 2, 1994

The meeting was convened at 7:15 p.m. by Sara Connor, Chairman; those present were Victor Delnore, Peter MacLeod, Helen Madore, and Carol Swiss, librarian.

There was a notice from the Board of Library Commissioners explaining the requirements to seek a waiver, if a community does not meet the minimum standards to be "certified, and, thus, eligible for Library Incentive Grant/Municipal Equalization Grant funding. It was also decided to invite Friends' president Cindy Erle to our next meeting.

The February minutes were approved with a motion by Victor Delnore, seconded by Peter MacLeod.

The librarian reported that the fire alarm went off last Sunday morning at 3:45 a.m. The motor in the furnace over-heated. No damage was done, but we may need a larger motor.

Carol Swiss attended a legal workshop provided by the Trial Court Law Librarians through a grant.

The bill was submitted to the Municipal Office in regard to the inspection and work by George Barnard roofers. They will make further suggestions as to the leaky roof. The bill was returned to the library, and it was agreed that we pay it.Carol Swiss is to contact Donald Parker as to what department is responsible for major repairs to the library.

Helen Madore made a motion to adjourn and it was seconded by Sara Connor at 8:05 p.m.

The next meeting will be held March 30.

Respectfully submitted,

Helen Madore

Helen Madore
Secretary

Boylston Public Library

Meeting of the Board of Trustees

March 2, 1994

The meeting was convened at 7:15 p.m. by Sara Connor, Chairman; those present were Victor Delnore, Peter MacLeod, Helen Madore, and Carol Swiss, librarian.

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Helen Madore made a motion to adjourn and it was seconded by Sara Connor at 8:05 p.m.

The next meeting will be held March 30.

Respectfully submitted,

Helen Madore

Helen Madore
Secretary

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

MEETING OF THE LIBRARY BOARD OF TRUSTEES

FEB., 1, 1994

AGENDA

1. Signing of bills

2. Approval of Minutes of the January meetings.

3. Treasurer's Report

4. Librarian's Report
   a. C.W. Mars hookup
   b. Children's Librarian
   c. other

5. Fund Raising Report
   a. Annual Foundation Appeal
   b. Fall, 1995 Auction

6. Maintenance
   a. Roof
   b. Noisy Heater Motor
   c. other

7. Publicity for the Library
   a. Trustee meeting times on TV and in the newspaper
   b. Regular Library newspaper column
   c, Regular Library TV show on Channel 11
   d. Meeting times on Channel 12

8. Town Finance Committee Meeting on Feb. 22.

9. New Business

10. Old Business

11. Next Meeting: March 1, 1994, 715 PM.

12. Adjournment

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

February 2, 1994

Sara Connor, Chairman, called the meeting to order at 7:20 P.M. with all trustees present. Sara Connor made a motion that the minutes of the January meeting be approved. This was seconded by Cathy Hessinger and so voted.

The librarian reported that after consulting with Assabet as to the painting of the trim, they felt that perhaps they could do something in April. She also announced that we now have a child proof bubbler. She has attended three meetings since our last meeting; Education Reform Act on February 1 at the Worcester Public Library, a seminar at Auburn Public Library by New Directions Institute, and a workshop at Palmer. This was a very important meeting for smaller libraries as there is money available for on-line affiliated memberships for computer purchases. After much discussion, a motion was made by Helen Madore that up to $1500.00 from library funds could be used to purchase an on-line affiliated membership from C/W Mars. The motion was seconded by Joan Banks.

Other items of business: 1) The librarian reported that the roof leaks. George Barnard studied the situation and will present an estimate for repairs. It was suggested that the bill be sent to the town. 2) The Trustees will be meeting with the Finance Committee on February 15. 3) On February 23 the Tax-aide man will be at the library at 2:00 to assist in tax preparation for eligible townspeople.

The 90th anniversary committee met at Helen Madore's house. Present were Sara Connor from the Trustees, Florence Smith from the Foundation and Joyce Greenfield from the Friends. Joyce suggested that the Library become a National historical Landmark. It was decided that the anniversay celebration be held in October. The next meeting of this committee will be held on March 3rd at the library.

Carol received a brochure from the post office suggesting we sell stamps at the library. This was recommended by the librarian A motion was made by Sara Connor and seconded by Peter McLeod.

A motion to adjourn was made at 8:30 P.M. by Sara Connor and seconded by Victor Delnore. The next meeting will be on Wednesday, March 2, 1994 at 7:00 P.M.

Submitted by,

Helen Madore

Helen Madore
Recording Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

February 2, 1994

Sara Connor, Chairman, called the meeting to order at 7:20 P.M. with all trustees present. Sara Connor made a motion that the minutes of the January meeting be approved. This was seconded by Cathy Hessinger and so voted.

The librarian reported that after consulting with Assabet as to the painting of the trim, they felt that perhaps they could do something in April. She also announced that we now have a child proof bubbler. She has attended three meetings since our last meeting; Education Reform Act on February 1 at the Worcester Public Library, a seminar at Auburn Public Library by New Directions Institute, and a workshop at Palmer. This was a very important meeting for smaller libraries as there is money available for on-line affiliated memberships for computer purchases. After much discussion, a motion was made by Helen Madore that up to $1500.00 from library funds could be used to purchase an on-line affiliated membership from C/W Mars. The motion was seconded by Joan Banks.

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Submitted by,

H. le Madore

Helen Madore
Recording Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 5, 1994

Sara Connor, Chairman, called the meeting to order at 7:15 P.M. The trustees present were Victor Delnore, Joan Banks, Cathy Hessinger, and Carol Swiss, Librarian.

The December minutes were approved with a motion made by Sara Connor and seconded by Victor Delnore. The Treasurer's Report was given by Joan Banks.

The Librarian reported that the new typewriter has arrived.

Thanks to Bill LaForce who has procured a new flag for the library, with the help of Congressman Peter Blute's office.

Carol Swiss reports that there are several maintenance issues. 1. The treads on the ramp are peeling and the stairs are slippery. She has contacted Construction Dynamics for assistance in correcting this. 2. There is a leak in the roof caused by ice build up and the continuous freezing and thawing. Carol will be provided with a proposal to right this matter.

The library has been approved for a $2855.62 LIG/MEG grant.

Carol Swiss will attend the Excellence in Customer Service workshop, January 19 at the Newton Free Library.

Carol Swiss received a letter from the Finance Committee, dated December 14, 1993, asking that the library submit a budget to them for F/Y 1994-95 that totals no more than 90% of the approved F/Y 1993-94 budget. This is due on January 17. The trustees and librarian have been scheduled to make a budget presentation to the Finance Committee on February 23. Sara Connor will ask if our presentation could be rescheduled to February 15.

Victor Delnore made a motion to adjourn and it was seconded by Cathy Hessinger. The meeting was adjourned at 8:35 P.M.

The next meeting will be held on February 2, 1994 at 7:15 P.M.

Respectfully Submitted,

Cathy Hessinger

Cathy Hessinger
Acting Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 5, 1994

Sara Connor, Chairman, called the meeting to order at 7:15 P.M. The trustees present were Victor Delnore, Joan Banks, Cathy Hessinger, and Carol Swiss, Librarian.

The December minutes were approved with a motion made by Sara Connor and seconded by Victor Delnore. The Treasurer's Report was given by Joan Banks.

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Respectfully Submitted,

Cathy Hessinger

Cathy Hessinger
Acting Secretary

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

December 8, 1993

Vice-Chairman Victor Delnore called the meeting to order at 7:20 P.M. The trustees present were Victor Delnore, Peter MacLeod, Helen Madore, Joan Banks, Catherine Hessinger and Carol Swiss, Librarian.

The minutes of the November meeting were unanimously approved.

The Librarian received a letter from Attorney Angelini which contained an outline and explanation of what should be included in recording minutes from meetings. This was sent to all Boards and Chairs.

The Treasurer's report was given by Joan Banks. Helen Madore made a motion to accept and it was seconded by Peter MacLeod.

The Librarian reported that a new vacuum cleaner was purchased and that the typewriter should be repaired by next week.

Peter MacLeod reported that the Foundation had sent out almost sixteen hundred hand addressed letters soliciting contribtuions to the Fouundation. He believes by the February meeting that he should be able to report the results.

On November 4, we had the second best turnout for adults for a program which featured a Native American Medicine Man storyteller. The following Saturday there was another big turnout for a similar program for children. These two programs were sponsored by the Friends.

Carol Swiss attended a Central meeting at Harvard and also attended the Regional Cooperative in West Boylston.

The library will be closed on Friday the 24th. Helen Madore and Carol Swiss paid a visit to Tahanto to view the computer programming at the school library.

Victor Delnore asked for a motion to dismiss which was made by Joan Banks. Victor then asked for a motion to adjourn. This was made by Joan Banks and seconded by Cathy Hessinger and the meeting was adjourned at 8:21 P.M.

The next meeting will be held on January 5, 1994.

Submitted by,
Helen Madore
Helen Madore
Recording Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

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The next meeting will be held on January 5, 1994.

Submitted by,
Helen Madore
Helen Madore
Recording Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

November 3, 1993

Sara Connor, Chairman, called the meeting to order at 7:15 P.M. The trustees present were Victor Delnore, Peter MacLeod, Helen Madore, and Carol Swiss, Librarian.

The October minutes were approved with a motion made by Sara Connor and seconded by Helen Madore. There was no Treasurer's report as the treasurer was not in attendance.

Carol Swiss reported that last week the pressure valve broke in the furnace which caused some flooding in her office. There is a need for a new vacuum cleaner and typewriter which she will report on at the next Trustee's meeting. Carol also reported that Rosemary Wolff attended a publisher's meeting in Boston for a Children's Services Discussion Group. She also met with the Boylston-Berlin Cooperative. Carol Swiss attended a compulsory workshop for a federal grant in Leominster. We will receive $2,000.00 some time in mid-January.

Peter MacLeod reported on the recent Foundation meeting. Newly elected officers for the following year are: President: Earl Farmer; Vice-President: Phil Davis; Treasurer: Bill Kennedy; and Secretary: Kathy Ekbloom. The Foundation will continue with its efforts to raise money for an addition to the library through its annual appeal at the end of the year.

There was a discussion on the coming 90th year celebration of the founding of the Boylston Library. It was decided that one committee be formed of two members each from the Trustees, the Friends, Historic Commission, the Foundation, and also that we invite town officials to join the committee.

Sara Connor made a motion that the Mission Statement and Goals and Objectives be accepted. It was seconded by Peter MacLeod and so voted. The By-Laws and Board of Trustees Duties; Library Policies; Book Withdrawal Policy; Standards of conduct for state, county or municipal employees; Open Meeting Law; Videocassette Lending Code; and the Materials Selection Policy were all reviewed and updated.

Carol Swiss suggested that a cap be put on the fines for late videocassettes. Peter MacLeod made a motion that a cap of $20.00 be applied. The motion was seconded by Victor Delnore and it was so voted.

At the request of Helen Madore, future meetings will be held on the second Wednesday of each month instead of the first. This was agreed to by the Board, the only exception being the January meeting which will be held on January 5, 1994.

Sara Connor made a motion to adjourn and it was seconded by Helen Madore. The meeting was adjourned at 8:25 P.M.

The next meeting will be held on December 8, 1993 at 7:15 P.M.

Respectfully Submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

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The next meeting will be held on December 8, 1993 at 7:15 P.M.

Respectfully Submitted,

H. D. Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
October 6, 1993

Sara Connor, Chairman, called the meeting to order at 7:20 P.M. Trustees present were Sara Connor, Victor Delnore, Cathy Hessinger, Joan Banks, and Carol Swiss, Librarian.

The treasurer, Joan Banks, reported that we have a balance of $10381.15 in the checking account.

The Central Massachusetts Regional Library System is having its 30 year anniversary function Friday, November 5 at the Worcester Marriott.

The Massachusetts Library Trustees Association (MLTA) will be having its annual meeting on Saturday, October 30th, at the Best Western Royal Plaza Hotel in Marlboro. There will be formal presentations and informal workshops on various topics.

Michael Ridinger of WBAC television in Boylston has sent an invitation inviting the Trustees to the WBAC open house. This event will take place on Thursday, October 21 at 7:15 p.m. in room 200 at Tahanto. Cathy Hessinger will attend and represent the Trustees.

Carol Swiss, Librarian distributed her "Report of the Library Director to the Trustees" for the period ending June 30, 1993.

Carol Swiss reports that the a typewriter and one of the new telephones are in need of repair or replacement. She is analyzing several alternatives.

The area in front of the ramp should be sodded soon. The soil is currently being prepared to receive the sod.

Carol Swiss asked that the Trustees allocate $100.00 toward the Book Discussion Group's Guest Speaker's Fund. This would enable the group to pay a stipend to guest speakers. Sara Connor made the motion which was seconded by Cathy Hessinger.

Sara Connor made some suggestions of ways to raise money for a library addition. One way was the buy-a-brick, or buy-a-book program that has been used by other organizations. Any other suggestions would be appreciated.

Sara Connor made a motion to adjourn and it was seconded by Joan Banks. The meeting was adjourned at 8:05 P.M. The next meeting will be held on November 3 at 7:15 P.M.

Respectfully submitted,

Cathy Hessinger

Cathy Hessinger
Acting Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
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Cathy Hessinger
Acting Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 6, 1993

Sara Connor, Chairman, called the meeting to order at 7:20 P.M. Trustees present were Sara Connor, Victor Delnore, Cathy Hessinger, Peter MacLeod, and Carol Swiss, Librarian.

Rosemary Wolff's summer reading club was a great success. Circulation was 55% higher in July than in June.

M.B.L.C. sent a reminder that trust funds can not be used to make up budget shortfalls.

Carol Swiss reported that Governor Weld had signed the $3.5 million increase for public libraries. This will enable us to receive more services through the regional system.

Carol received a visit from Patience Jackson of the M.B.L.C. to look at the plans for the library addition. She suggested that we might want to look at some other libraries in the area that have had recent additions, namely; Southboro, Holden, Sturbridge, Petersham and Chatham.

The Central Massachusetts Regional Library System is having their 30 year anniversary. They are looking for the names of people who were trustees or friends 30 years ago.

Mr. Brown has graciously donated a camcorder to the library.

Don Parker, fire chief has offered the library one of the town's TDY machines, as Boylston no longer has home dispatching.

Carol Swiss reports that the new phone system is up and running. Final cost $650.00.

Patty Deciccio, of Bigelow Nurseries and John Trexler, of Tower Hill have said that they will make permanent planting at the library a spring project. In the meantime, the trustees voted to spend not more that $40.00 for the purpose of purchasing sod to cover the area between the sidewalk and the ramp, and miscellaneous other areas in need of grass - as a temporary solution. Sara Connor made the motion for the expenditure and Peter MacLeod seconded.

Carol Swiss asked that the trustees allocate $150.00 toward the next ten volumes in the Library of America series. These books are beautifully bound and are printed on acid free paper. This is a matching grant. Victor Delnore made the motion which was seconded by Peter MacLeod.

The Planning Document will be discussed during the November trustees meeting.

Sara Connor asked that we start thinking about the library's 90th birthday celebration next year. She gave us several of her ideas. This celebration will be discussed in greater detail at future trustees meetings.

Sara Connor made a motion to adjourn and it was seconded by Cathy Hessinger. The meeting was adjourned at 8:14 P.M. The next meeting will be held on October 6 at 7:15 P.M.

Respectfully submitted,

Cathy Hessinger

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BOYLSTON PUBLIC LIBRARY
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Cathy Hessinger
Acting Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

June 2, 1993

Victor Delnore, Chairman, called the meeting to order at 7:25 P.M. Trustees present were Joan Banks, Victor Delnore, Catherine Hessinger, Helen Madore, and Carol Swiss, Librarian.

At a request of the Selectmen that we choose another member to fill the vacancy left by Tom Earle's resignation, we asked Peter MacLeod to fill out his term. Victor Delnore will present his name to the Selectmen.

The Treasurer, Joan Banks, reported that we have a balance of $10,338.62 in the checking account. Helen Madore made a motion that the report be accepted and Catherine Hessigner seconded.

Carol Swiss reported that she had secured a second hand telephone system for $625.00 and it will be installed and maintained by Robert Osper.

Anything Glass Company, which installed the new door, will install in a mail slot and video drop in the door sometime soon.

The Boylston Garden Club will put plantings at the end of the ramp facing the parking lot. Carol will discuss with Patty DeCiccio of Bigelow's Nursery ideas for plantings along the ramp facing the sidewalk.

Carol will contact Assabet regarding painting in the fall of the trim on the outside of the building, and inside the back room staff lounge and the children's room.

The election of officers was held. Joan Banks nominated Sara Connor as Chairman and it was seconded by Victor Delnore and unanimously approved. Joan Banks nominated Victor Delnore as Vice Chairman. It was seconded by Helen Madore and he was unanimously approved. Joan Banks nominated Helen Madore for Secretary. Catherine Hessinger seconded and she was unanimously approved. Helen Madore nominated Joan Banks for Treasurer. Victor Delnore seconded and she was unanimously approved.

Joan Banks made a motion to adjourn and it was seconded by Helen Madore. Victor Delnore adjourned the meeting at 8:30 P.M. The next meeting will be held on September 8 at 7:15 P.M.

Respectfully Submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

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Helen Madore

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BOYLSTON PUBLIC LIBRARY

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Carol will contact Assabet regarding painting in the fall of the trim on the outside of the building, and inside the back room staff lounge and the children's room.

The election of officers was held. Joan Banks nominated Sara Connor as Chairman and it was seconded by Victor Delnore and unanimously approved. Joan Banks nominated Victor Delnore as Vice Chairman. It was seconded by Helen Madore and he was unanimously approved. Joan Banks nominated Helen Madore for Secretary. Catherine Hessinger seconded and she was unanimously approved. Helen Madore nominated Joan Banks for Treasurer. Victor Delnore seconded and she was unanimously approved.

Joan Banks made a motion to adjourn and it was seconded by Helen Madore. Victor Delnore adjourned the meeting at 8:30 P.M. The next meeting will be held on September 8 at 7:15 P.M.

Respectfully Submitted,

Helen MacDore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

Board of Trustees Minutes

May 5, 1993

Victor Delnore, Chairman, called the meeting to order at 7:20 P.M. Trustees present were Sara Connor, Joan Banks, Helen Madore, newly elected trustee Catherine Hessinger & Carol Swiss, librarian.

The minutes of the April meeting were approved on a motion made by Joan Banks and seconded by Sara Connor.

An invitation was received from the State House for a May 12th meeting in honor of Massachusetts Library Trustees. Some members plan to attend this event.

M.B.L.C. sent a payment to the library of $133.43, bringing this year's total to $3,200.00 Sara Connor will read and report to the trustees the information in the Mass. Public Library Data report.

The treasurer reported that we have $10,256.23 in the checking account and $13,301.49 in the C.D. account. Helen Madore made a motion that we accept the treasurer's report and it was seconded by Sara Connor. Sara Connor made a motion that the trustees contribute $100.00 to the Children's summer program. It was seconded by Joan Banks and approved.

Gael Franzen called Carol Swiss and suggested that the televised electric town meeting video be made available at the library for townspeople who don't have cable and have not seen the program.

The Library Foundation Board recently approved a car raffle fundraiser event. The drawing will be on June 23 and 310 tickets will be sold at $50.00 each.

After a viewing by the Trustees, it was decided to stain the lattice work on the ramp the same stain that is on the verticle slats. A mail slot for videos and mail will be put into the new door.

The meeting was adjourned at 8:25 P.M. on a motion by Victor Delnore, Chairman.

The next meeting will be held on June 2 at 7:15 P.M.

Respectfully submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

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The next meeting will be held on June 2 at 7:15 P.M.

Respectfully submitted,

Helen Madore

Helen Madore, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

April 7, 1993

Florence Smith, Acting President, called the meeting to order at 7:26 P.M. Trustees present were Florence Smith, Joan Banks, Sara Connor, Helen Madore, Thomas Erle, and Carol Swiss, Librarian.

Joan Banks made a motion to accept the minutes of the last meeting and it was seconded by Sara Connor and passed unanimously.

The treasurer reported that we have a balance of $9,826.34. The treasurer also reported that the bill for bonding of the treasurer had come from the West Boylston Insurance Agency.

Carol announced that Joyce Greenfield is leaving and that Virginia Boucher will fill in.

The craft workshops and the Book Discussion Group have been very successful. The Easter week program for the children has been so popular that two will be held during Easter week. Rosemary Wolff attended a M.L.A. workshop which she found very worthwhile.

Joan Banks, Helen Madore and Florence Smith will meet to audit the treasurer's books.

The Finance committee has accepted the revised library budget. Carol has written to Assabet about the possibility of moving the inside door to make an 8 foot area as required by law.

After much discussion Helen Madore made a motion that the vertical and horizontal sections of the ramp be stained. It was seconded by Tom Erle and passed unanimously. Joan Banks made a motion that the colors of the stain be Blue Shadow and White Birch. Tom Erle seconded the motion and it passed.

Helen Madore made a motion that the Planning Document be discussed during the October meeting. It was seconded by Joan Banks and passed.

A motion to adjourn was made by Florence Smith at 8:19 P.M. and was seconded by Sara Connor.

The next meeting will be on May 5, 1993 at 7:15 P.M.

Respectfully submitted,

Helen Madore

Helen Madore
Secretary

BOYLSTON PUBLIC LIBRARY

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The next meeting will be on May 5, 1993 at 7:15 P.M.

Respectfully submitted,

Helen Madore

Helen Madore
Secretary

Boylston Public Library
Board of Trustees
March 3, 1993

Victor Delnore, Chairman, called the meeting to order at 7:25 p.m.

Trustees present were Florence Smith, Joan Banks, Helen Madore and Carol Swiss, Librarian.

The minutes of the February meeting were approved and moved to accept by Florence Smith and seconded by Joan Banks.

The Treasurer reported that the library has a balance of $9,937.50. Victor Delnore and Florence Smith will meet with Joan Banks to audit the Treasurer's book.

The Librarian reported a very successful story hour program during February vacation. On March 16th the Friends of the Library will present a one woman program called "Ladies First", which depicts the experiences of five of America's first ladies. It will be held at Tahanto Regional High School at 7:00 p.m.

Copies were given to the Trustees of the "Planning Process Report"

Pictures of new doors suggested by the A.D.A. were discusssed by the Trustees and they suggested the door with the mail slot would be practical.

Florence Smith suggested that the trim outside of the library needed repainting. Carol offered to contact Assabet Valley as to what they would suggest.

Florence Smith made a motion to adjourn and it was seconded by Joan Banks.

The meeting adjourned at 8:02 p.m. The next meeting will be held on Wednesday April 7, 1993 at 7:15 p.m.

Respectfully submitted,

Helen Madore

Helen Madore
Secretary

Boylston Public Library
Board of Trustees
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Respectfully submitted,

Helen Madore

Helen Madore
Secretary

Boylston Public Library
Board of Trustees
February 3, 1993

Victor Delnore, Chairman, called the meeting to order at 7:15 P.M.

Trustees present were Florence Smith, Joan Banks, Thomas Erle, Sara Connor, Helen Hadore, and Carol Swiss.

The minutes were read by Florence Smith, temporary secretary, and Joan Banks moved to accept the the minutes as read. This was approved.

The treasurer's report was read by Joan Banks who reported a balence of $10,055.18 and this was approved. It was agreed to take $350.00 out of municipal appropiations program to pay for the new sign.

Carol Swiss announced that the Board of Library Commissioners had notified the library tht we are eligiable for a LIG/HEG grant of $2,882.48.

Victor Delnore reported that he had been invited to talk with the Building Needs Committee. They wanted to know the library future building needs.

Carol Swiss said most of the new ramp work was done. The handrail will be up soon and the ground was frozen too deep for the backhoe in order to build the new sidewalk.

The trustees mentioned the need for a staff lounge in the future.

Carol Swiss issued an "Introduction to the Planning Process" which the trustees will study and fill out questionaire as to the accomplishments they feel the library has attained.

The trustees are to attend the Finance Committee hearing on February 24, 1993 at 7:30 p.m. M.O.B.

Florence Smith made a motion to adjourn and it was seconded by Thomas Erle.

The meeting was adjourned at 8:10 p.m. The next meeting will be held Wednesday March 3, 1993 at 7:15 p.m.

Respectfully submitted,

Helen Hadore

Helen Hadore
Secretary

Boylston Public Library
Board of Trustees
February 3, 1993

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Respectfully submitted,

Helen Hadore

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Secretary

BOYLSTON PUBLIC LIBRARY

January 6, 1993

The meeting was convened at 1915 by Victor Delnore, Chairman. Those present were Joan Banks, Thomas Erle, Florence Smith and Carol Swiss, Library Director. Absent were Sara Connor and Helen Madore. Cathy Hessinger attended as a guest who is interested in the workings of the library and the fact that there will be two vacancies on the Board next May.

Smith was appointed as acting secretary. Banks moved we accept the minutes of the December meeting and this was voted.

The treasurer reported there is $10,055.18 in the checking account and $13,301.49 in the CD which was "rolled over" in December at a rate of 3.5% interest. The Town holds $41,523.77 in the Town Trust Fund.

Swiss announced that the Annual Appeal for the Foundation looks successful with $2,775 taken in already. She also reported that Ed Robideaux gave the library a computer which is an IBM . : clone which prints nicely.

The Selectmen sent a letter requesting our budget for FY/94 with priorities for the expense items. After a prolonged discussion, it was decided to present them with a "Revised Budget" by Thursday, January 14, 1993.

The meeting was adjourned at 2025.

Respectfully submitted,

Florence Smith

Florence Smith,
Acting Secretary

BOYLSTON PUBLIC LIBRARY

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Florence Smith,
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Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

Boylston Public Library
Board of Trustees
December 2,1992

Victor Delnore, Chairman, called the meeting to order at 7:15 P. M.

Trustees present were Florence Smith, Joan Banks, Thomas Erle, Sara Connor, Helen Madore, Carol Swiss, Library Director was also present.

The minutes were read by Sara Connor, temporary secretary, and Joan Banks moved to accept the minutes as read. This was approved.

The treasurer's report was read by Joan Banks who reported a balance of $11,279.76and this was approved by vote.

Florence Smith read a letter from The Building Needs Committee who are inviting representatives from the trustees to attend a future meeting. Florence Smith and Victor Delnore agreed to attend. As yet no further communications have been recieved.

Carol Swiss reported that the telephone system in the library is inadequate and she is in the process of contracting Radio Skack to see what they suggest.

Carol also announced that we were approved to apply for a federal grant by L,S.C.A. It is entitled "Listening and Enjoying" and Carol will attend the workshop in Wilbraham.

The fund in memory of Nancy Kennedy amounts to $1,300.05 and it was suggested that Bill Kennedy be asked as to any ideas he may have for its future use.

In old business Florence Smith reported that the replacement for the old library sign is in the works and has been approved by the Histerical Society.

The ramp for the library received bids and the bid was awarded to Construction Dynamics of Bolton.

Joan Banks suggested we ask the Boylston Garden Club to plant the shrubbery around the ramp. Florence Smith agreed to approach the club.

Florence Smith announced that the Foundation has begun its annual end of the year appeal.

Joan Banks made the motion to adjourn and it was seconded by Thomas Erle.

The meeting was adjoined at 8:30 The next meeting will be held on the first Wednesday of the month of January in 1993.

Respectfully submitted,
Helen Madore
Helen Madore, Secretary.

Boylston Public Library
Board of Trustees
December 2,1992

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Respectfully submitted,
Helen Madore
Helen Madore, Secretary.

Boylston Public Library
Board of Trustees
October 7, 1992

Victor Delnore, Chairman, called the meeting to order at 7:15 P.M. Trustees present were Florence Smith, Joan Banks, Tom Erle, Sara Connor. Carol Swiss, Library Director, was also present.

Correspondence

1) Greater Media Cable is running a course at Tahanto in video techniques. The communication urged a member of the board to attend this evening course for 7 weeks. However, a tape showing the library has just been completed by the first graduates of a similar course, Clifford MacDonald and Lillian Luksis. They will edit it, and Carol will publicize when it is finished.

2) There was a thank-you note from Rosemary Wolff for summer reading program funding.

Treasurers Report - deferred until next month.

Librarian's Report

Carol attended the New England Library Association conference. A meeting on disabilities raised awareness of hearing-impaired library patrons.

The Wachusett Co-op meeting approved purchase of videos and audiotapes.

Children's programs are so popular that a second session for school-aged children has been planned.

M.L.T.A. meeting will be October 31, 1992 in Marlboro.

Evening craft programs have begun.

The Friends' garden party celebrating their 10th anniversary was a success.

Carol has purchased a telephone system from Lechmere. It appears that a better one may be available from Radio Shack. She will return Lechmere phones and and consider another system.

Old Business

The new sign design is being reviewed by the Historical District Commission. Chairperson Brenda Hollands hopes to review the ramp design at the same meeting.

A motion was passed to accept the ramp design as presented.

New Business

Carol Swiss proposed that certain old books in the library attic be loaned to the Historical Society on a long-term basis. Motion to do so passed.

Future Business

Will talk about the library's 90th anniversary (1994) in future.

The meeting was adjourned at 20:45.

Sara Connor

Next meeting will be Wednesday, November 4th at 7:15 P.M. The public hearing of the Historic District Commission will be held the same evening at 8 P.M. at the Town Hall, so business at the Trustees' meeting must be concluded by then.

Boylston Public Library
Board of Trustees
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Boylston Public Library
Board of Trustees
September 2, 1992

The September meeting of the Board of Trustees was opened by Victor Delnore, Chairman, at 7:14 P.M. Present were Joan Banks, Florence Smith, Tom Erle, Sara Connor and Carol Swiss, Library Director.

New Treasurer Joan Banks has been bonded. She reported that there is $11,308.30 in the checking account. A discussion about auditing the books resulted in consensus that a third party should audit the books when there is a change of Treasurer. Victor Delnore has audited in this way, so he will check the books.

The Library Director reported that the proposed ramp was approved at a meeting of the Boylston Committee on Disabilities to which Joan Banks, Victor Delnore, Florence Smith and Tom Erle were invited. Paula Peterson attended in the absence of the Library Director. Because of the fine work done by Assabet Valley Vocational School in the past, the Selectmen have been urged to use the students to construct the ramp and save the town money.

The present Book Return in front of the building is showing a lot of rust. Swiss passed out catalogs showing new "Book Banks" and recommended that one be purchased from Trust Funds after the ramp is built, because the present one will have to be moved.

She reported that Virginia Boucher was hired as a page to replace Andrew Thomas, who has left for college.

Many donations to the Nan Kennedy Memorial Fund have been received by the Foundation. The Trustees will start thinking about an appropriate memorial for her.

A fund to honor Alan and Betty Seymour was started by their friends, and books will be purchased with bookplates inscribed with the Seymours' names.

There was an additional LIG/MEG (State Aid) payment of $199.00.

The design of a new exterior library sign was approved upon a motion by Joan Banks. Permission must be granted by the Historic District Commission. Victor will present the drawings to the Commission.

Joan Banks moved that the sum of $200.00 be sent to John Morton for his design of the Children's Room shelving, which was constructed by Assab et Valley.

Meetings for the 1992-93 year will be held on the first Wednesday of the month at 7:15 P.M.

The meeting was adjourned at 8:05 P.M.

Carol Swiss

Boylston Public Library
Board of Trustees
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The meeting was adjourned at 8:05 P.M.

Carol Swiss

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

June 3, 1992

Joan Banks, President, opened the meeting at 1900 with Victor Delnore, Helen Madore and Florence Smith present along with Carol Swiss, Library Director. Sara Connor came later, and Thomas Erle was absent.

The following officers were elected for next year:

President: Victor Delnore

Vice-President: Florence Smith

Treasurer: Joan Banks

Secretary: Helen Madore.

Swiss reported that shelving for the children's room will be here Friday and Assabet Valley Regional High School students will install some shelves which will be fastened to the wall and some will be free standing.

Madore moved that we set aside a fund of $100 to reimburse the Children's Librarian for prizes for the summer program. This was voted.

Connor made a motion to send $100 to the Assabet Valley Regional High School Scholarship Fund. This was voted favorably.

It was decided to table the outside sign until September in order for everyone to view the sign at the West Boylston Library which is similar to what we would have made.

The meeting was adjourned at 1955.

Respectfully submitted,

Florence Smith

Florence Smith, Secretary

NEXT MEETING - Wednesday, September 2, 1992, at 1900.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

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Respectfully submitted,

Florence Smith

Florence Smith, Secretary

NEXT MEETING - Wednesday, September 2, 1992, at 1900.

BOYLSTON PUBLIC LIBRARY

May 6, 1992

Joan Banks, President, opened the meeting at 1900. Trustees present were Sara Connor, Victor Delnore, Thomas Erle, Helen Madore, and Florence Smith. Carol Swiss, Library Director, was also present.

Because of the Americans with Disabilities Act (ADA) several people came to the meeting including Irene Symonds who is the designated administrator to make sure the ADA is carried out. Other members of the committee, Jean Gates, Lillian Luksis, and Beverly Walker attended along with Robert Walker who is a member of the Finance Committee.

Ronald Vigeant, an employee of Elevator Maintenance and Service, explained different vehicles for aiding the handicapped, such as an exterior elevator, interior elevator, external lift, or a ramp.

At the conclusion of his very informative explanation which included cost of various solutions, Helen Madore made a motion to ask the Town to allow enough money to put in a ramp as a temporary measure. This was voted favorably.

Victor Delnore moved to accept the minutes of the April meeting. This was voted.

Swiss reported that an astronomy course was a success with 14 people attending.

Smith announced the Foundation is selling 100 chances for $25 each in a raffle for a DEC station 316 sx Personal Computer as a fund raiser.

Connor mentioned there are eight members in the book discussion group which has been in existence for four years. They have had two guest speakers.

Swiss announced that the Friends will be having a reception on library grounds to include trustees, Foundation corporators, volunteers, selectmen, et al.

The meeting was adjourned at 2035.

Respectfully submitted,

Florence Smith, Secretary

NEXT MEETING - Wednesday, June 3, 1992, at 1900 for Election of Officers.

BOYLSTON PUBLIC LIBRARY

May 6, 1992

Joan Banks, President, opened the meeting at 1900. Trustees present were Sara Connor, Victor Delnore, Thomas Erle, Helen Madore, and Florence Smith. Carol Swiss, Library Director, was also present.

Because of the Americans with Disabilities Act (ADA) several people came to the meeting including Irene Symonds who is the designated administrator to make sure the ADA is carried out. Other members of the committee, Jean Gates, Lillian Luksis, and Beverly Walker attended along with Robert Walker who is a member of the Finance Committee.

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Respectfully submitted,

Florence Smith, Secretary

NEXT MEETING - Wednesday, June 3, 1992, at 1900 for Election of Officers.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

April 1, 1992

At 1915 Cindy Erle, President of the Friends, was our guest. She told us about their activities of the last year. They had $4500 before their Book Sale last May, so they contributed $1000 to the Library Building Fund; donated a bookcase with large print books to the local senior housing development; gave videos about the Civil War series and the Dinosaur series; and also supply passes to the U. S. Science Center, Fruitlands, Higgins Armory and Worcester County Horticultural Society. They are presently selling T shirts which say "READ." The Friends meet on Monday mornings at the library and supply a paid babysitter.

The Friends offer a $200 scholarship to a high school resident of Boylston regardless of the school he/she attends. A member of the club gives a CPR class at the library. They bought a camcorder which is available to library customers.

Joan Banks opened the trustees' meeting at 1942 with Victor Delnore, Lee Ann Michelson and Florence Smith present along with Carol Swiss, Library Director. Sara Connor and Helen Madore were absent.

Delnore moved that the secretary's minutes of the March meeting be approved. This was voted.

Michelson reported a balance of $11,121.82 in the checking account and $12,845.79 in the CD. She mentioned that this was her last meeting since she is not running for reelection. She has done a fine job as treasurer and will be missed by us all.

Banks mentioned that Arthur Duggan, a former trustee, is at UMass Hospital and she is sending a card from the Board. She also requested we attend Meet the Candidates Night on Monday, April 27, 1992, at 1900 at Tahanto.

Swiss reported that Assabet Valley Regional High School has drawings for the book shelves in the Children's Room. Selectman Andrew Bunikis visited the library and said that access to the library for the handicapped is the Town's responsibility and that Stewart Thurston, an engineer, will look at the possibility of a ramp.

The meeting was adjourned at 2020.

Respectfully submitted,

Florence Smith

Florence Smith, Secretary.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

April 1, 1992

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The meeting was adjourned at 2020.

Respectfully submitted,

Florence Smith

Florence Smith, Secretary.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

March 4, 1992

The meeting was called to order by the secretary at 1920. Those present were Sara Connor, Victor Delnore, Helen Madore, Lee Ann Michelson, Florence Smith, and Carol Swiss, Library Director. Joan Banks was absent.

Delnore moved that the secretary's report of the February meeting be approved. This was voted.

Michelson reported that the checking account has a balance of $11,142.22, and that the bond covering the treasurer is good until January, 1993, at a cost of $100.

Swiss informed us that the Reading Incentive Program at the Elementary School will start on March 10. The computer donated by DEC for the Foundation has been received and is in the library because it is covered by insurance. The secretary will write notes to Gary Anderson for repairing the globe which was broken, and Cindy Erle, President of the Friends, to attend our next meeting.

The Selectmen sent a letter regarding the Americans with Disabilities Act (ADA) since the library is one building not accessible to the disabled person. They want to know "what plans the Library Trustees have made to comply with the ADA." Connor moved we table the issue until the next meeting. This was voted.

Victor Delnore was voted in as vice-president of the trustees until June.

The meeting was adjourned at 2010.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

March 4, 1992

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Delnore moved that the secretary's report of the February meeting be approved. This was voted.

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The meeting was adjourned at 2010.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

February 5, 1992

Joan Banks opened the meeting at 1928 with Sara Connor, Victor Delnore, Lee Ann Michelson, Florence Smith, and Library Director, Carol Swiss in attendance.

Delnore moved that the secretary's minutes of the last meeting be accepted. This was voted.

Michelson reported that the checking account balance is $11,146.11. Tax forms indicate that the CD earned $897.97 and the checking account, $654.64.

Swiss reported that a check for $3,122.02 was received from the Board of Library Commissioners from the Library Incentive Grant and the Municipal Equalization Grant.

The proposed budget was discussed and a few changes were made in salaries. Trustees will meet with the Finance Committee at the Municipal Building on Wednesday, February 26 at 1930.

The meeting was adjourned at 2050. The next meeting will be Wednesday, March 4, at 1900.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

February 5, 1992

Joan Banks opened the meeting at 1928 with Sara Connor, Victor Delnore, Lee Ann Michelson, Florence Smith, and Library Director, Carol Swiss in attendance.

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Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

January 8, 1992

Joan Banks, President, opened the meeting at 1913 with Sara Connor, Victor Delnore, Lee Ann Michelson, Florence Smith, and Library Director, Carol Swiss, present.

Michelson moved that the secretary's report of the last meeting be approved. This was voted.

The treasurer reported that the CD was worth $12,652.32 on December 12 at which time it was "rolled over" at 5%. The checking account has a balance of $11,102.50.

Swiss announced upcoming events such as children's programs, CPR classes and an astronomy workshop on April 7 and 8. She also reminded the trustees that they are to meet with the Finance Committee in February to go over the budget.

It was suggested that Helen Madore's name be given to the Selectmen as a replacement for William Hays who resigned as a trustee in December because of his moving to Worcester. It is necessary for the trustees to meet with the Selectmen and have both boards vote on the selection in order for her to be appointed. Banks will call Karl Nelson, the Chairman, to arrange for that meeting.

The meeting was adjourned at 1956.

The next meeting of the trustees is ~~Wednesday,~~ March 4, 1992.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

Next Mtg
2/5
7 pm
and 2/26 ?

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

January 8, 1992

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The meeting was adjourned at 1956.

The next meeting of the trustees is Wednesday, March 4, 1992.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

SAMPLE

e staff will be gathering
& serving punch on Sat. 12/21
from 9 to 2, if you can come

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

December 11, 1991

President Joan Banks opened the meeting at 1912. Victor Delnore, William Hays, Florence Smith and Carol Swiss, Library Director were present. Sara Conner and Lee Ann Nicholson were absent.

Christmas Day falls on a Wednesday this year. Under the present rules, the library would be closed from Saturday, December 21, at 1400 and would not reopen until 1400 on Thursday, December 26. Hays moved that the library should be open from 1000 to 1300 on December 24 and December 31. This was voted. Patrons will be notified by signs in the library, newspapers, cable TV, as well as notices in the three church bulletins.

William Hays has served as a trustee for several years, but he announced that he will be moving to Worcester on December 20. He will write a letter of resignation to the Board of Selectmen. Everyone agreed that Hays has contributed a great deal to the library and he will be sorely missed.

The meeting was adjourned at 1945.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

THE NEXT MEETING WILL BE MONDAY, JANUARY 8, 1992.

Please mark your calendar.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

December 11, 1991

President Joan Banks opened the meeting at 1912. Victor Delnore, William Hays, Florence Smith and Carol Swiss, Library Director were present. Sara Connor and Lee Ann Michelson were absent.

Christmas Day falls on a Wednesday this year. Under the present rules, the library would be closed from Saturday, December 21, at 1400 and would not reopen until 1400 on Thursday, December 26. Hays moved that the library should be open from 1000 to 1300 on December 24 and December 31. This was voted. Patrons will be notified by signs in the library, newspapers, cable TV, as well as notices in the three church bulletins.

William Hays has served as a trustee for several years, but he announced that he will be moving to Worcester on December 20. He will write a letter of resignation to the Board of Selectmen. Everyone agreed that Hays has contributed a great deal to the library and he will be sorely missed.

The meeting was adjourned at 1945.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

THE NEXT MEETING WILL BE WEDNESDAY, JANUARY 8, 1992.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

November 6, 1991

In the absence of Joan Banks, President, and William Hays, Vice-President, Victor Delnore opened the meeting at 1913. Those present were Sara Conner, Lee Ann Michelson, Florence Smith, and Carol Swiss, Library Director.

Smith read the minutes of the October meeting. Conner moved that they be accepted and this was voted favorably. The treasurer reported that the checking account on November 4 showed a balance of $11,055.77, and the CD on October 31 was worth $12,546.45.

Swiss reported that several workshops have been held, an art program for children was presented, and pumpkins were decorated. "The Haj" by Leon Uris was the topic of the book discussion group which had Victor Delnore as their speaker at the last meeting which was attended by 22 people. The library windows will be washed this fall by Steven Banks and a co-worker at a cost of $165. The counter was sold for $100 which will go to the Town since it was their property. The removal of this piece of furniture makes a lot more space in the "staff lounge" and now it can be made much more attractive.

Conner moved that the meeting be adjourned at 1930. This was voted. The next meeting is Wednesday, December 11, 1991, at 1900.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

P.S. Please note the change of date for the next meeting.

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

October 2, 1991

The meeting was opened at 1910 by President Joan Banks with Sara Conner, Victor Delnore, Lee Ann Michelson, Florence Smith, Carol Swiss and Dwight Smith present. William Hays was absent.

Delnore moved that the secretary's report of September 4 be approved. This was voted favorably.

The treasurer reported that the checking account has a balance of $11,115.11 and the CD is worth $12,467.04.

Swiss indicated that the Friends had the best turnout they have had in years. It seems Monday is a better meeting day. A CD ROM is at the library for two months. To buy it would cost $2000.

Banks reported that plans for the Library Foundation Auction are going well, but more publicity is needed, particularly in the Boston area.

Dwight Smith will try to arrange for an intercom between the office and the upstairs. He may be able to find used equipment.

Carol Swiss stated that FAX money has dropped considerably due to competition. Therefore Michelson made a motion that the minimum charge for sending should be removed and that a reduction in charges for receiving should be one dollar a page. This was voted favorably.

The meeting was adjourned at 1948. The next meeting will be Wednesday, November 6, 1991.

Respectfully submitted,

Florence T. Smith

Florence T. Smith, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

September 4, 1991

Joan Banks, President, opened the meeting at 1912 with trustees Sara Conner, Victor Delnore, William Hays, Lee Ann Michelson and Florence Smith along with Carol Swiss, Library Director.

Hays moved that the secretary's report of the June 5 meeting be approved. This was voted favorably.

Sara Conner was welcomed as a new member on the Board.

Michelson reported that on August 30, 1991, the CD was worth $12,390.66 and that the balance on the checking account was $11,187.53.

Swiss informed the trustees that the infamous counter in the staff lounge has been sold to Ken Nims for one hundred dollars. The Carpentry Department at Assabet Regional Vocational High School may build the shelves in the children's room. It was decided to ask Dwight Smith, an employee of the telephone company and a former trustee, for advice about updating the phone system in the library.

Florence Smith moved that we keep the meeting night the same as it has been, namely, the first Wednesday of each month at 1900. This was voted. The next meeting is October 2.

The meeting was adjourned at 2009.

Respectfully submitted,

Florence Smith, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

June 5, 1991

President Vóctpr Delnore opened the meeting at 1915 with Joan Banks, William Hays, Florence Tobiesen Smith and Carol Swiss, Library Director, present.

Hays moved that the secretary's report of the May meeting be approved. This was voted.

No treasurer's report was given because Lee Ann Michelson was absent due to illness.

The secretary cast one ballot for the following slate of officers:

President:	Joan Banks
Vice-President:	William Hays
Secretary:	Florence Tobiesen Smith
Treasurer:	Lee Ann Michelson.

Swiss thanked Victor Delnore for his service during the past year. She reported that on Memorial Day the Friends made a profit in four figures from their Book Sale, Kids' Fair and Cookie Cottage. They found a signed Norman Rockwell children's book for the Foundation Auction in October. The Friends gave $100 to the Video Coop which will add 4 or 5 videos to the collection. The Children's program is finished, but will resume on Tuesday, July 16.

Themeeting was adjourned at 2000. The next meeting is Wednesday, September 4 at 1900.

Respectfully submitted,

Florence Tobiesen Smith

Florence Tobiesen Smith

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

May 1, 1991

William Hays, Vice-President, called the meeting to order at 1910. Joan Banks, Lee Ann Michelson, Florence Tobiesen and Carol Swiss, Library Director, were present. Betty Bouchard and Victor Delnore were absent.

Banks moved that the secretary's report of the April meeting be approved. This was voted.

Banks also moved that Carol Swiss and any trustee be allowed to go on May 16 to a luncheon honoring Joseph Hopkins who is retiring after over 20 years of service in the Worcester Public Library. The cost is ten dollars per person. This was voted favorably.

The treasurer reported a balance of $11,802.39 in the checking account and the amount of the CD is $12,082.39.

Swiss reported that we have been allotted $550.00 extra in FY92.

Swiss and Hays represented the library at a tree planting on the common in memory of four citizens who had served the town for years. They were Philip Argento, Loretta Bartholomew, John Coyle and John Daly.

Joan Banks reported that the auction run by the Library Foundation will be held on Saturday, October 19, 1991, and that plans are underway now.

Hays volunteered to call Sheriff Mike Flynn and ask him about having shelves built in the Children's Room.

Election of officers for the trustees will be held at the next meeting on Wednesday, June 5, at 1900.

The meeting was adjourned at 1944.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

April 3, 1991

The meeting was called to order at 1910 by Victor Delnore, President. Those present were Joan Banks, William Hays, Lee Ann Michelson, Florence Tobiesen, and Carol Swiss, Library Director. Betty Bouchard was absent.

The secretary read the report of the March meeting. Hays moved that it be accepted, and it was voted favorably.

The treasurer had not received a bank statement since the March meeting so no report was given.

Swiss presented the trustees with a detailed account of her attendance at the Public Library Association Conference in San Diego, California, which took place from March 20-23. It was a very profitable experience for her, but unfortunately she fell downstairs and sprained her foot. This gave her an appreciation of what it is like to be a handicapped person.

A letter has been sent to Assabet Valley Regional High School asking them to build bookshelves in our Children's Room if possible. However, since it is so near the end of the school year, it was decided to write a letter to the sheriff to find out whether or not the inmates of the County jail might be able to accommodate us.

The meeting was adjourned at 1941. The next meeting is scheduled for May 1, 1991.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
March 6, 1991

Victor Delnore, President, called the meeting to order at 1903 in the assessors' office in the Municipal Building. Those present were Joan Banks, William Hays, Lee Ann Michelson, Florence Tobiesen, and Carol Swiss. Betty Bouchard was absent.

Banks moved we accept the minutes of the last meeting. This was voted.

Treasurer Lee Ann Michelson reported that the CD balance is $11,932.36, and checking account has $12,455.17.

Delnore volunteered to replace the flag on the library flagpole, since it was necessary to have the Town employees remove the existing one which was all worn out due to the weather.

Swiss reported that circulation in the children's library has increased so much that a new volunteer is being trained to help Rosemary Wolfe handle the traffic.

The camcorder which the Friends donated has received little usage so far, but it is expected that it will be used more this spring for weddings, graduations, etc. Therefore rental regulations have been set up as follows: $10 overnight and $20 weekends.

Swiss mentioned that since all trustees are members of the Library Foundation, they should be aware of the fact that there will be a meeting of the corporators at 2000 on Wednesday, April 3, to discuss the possibility of running an auction in the fall. This will take place directly after the trustees' meeting.

The meeting was adjourned at 1930 in order to meet with the Finance Committee in the Selectmen's office.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

BOYLSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

February 6, 1991

President Victor Delnore called the meeting to order at 1916. Joan Banks, Lee Ann Michelson and Florence Tobiesen were present along with Carol Swiss, Library Director. Absentees were Betty Bouchard and William Hays.

Joan Banks moved that the minutes of the January meeting be approved. This was voted.

The treasurer reported that there is $12,397.34 in the checking account and the amount of the CD is $11,864.10.

The Friends of the Library will purchase tapes of the Civil War at a cost of $179. They will also contribute $100 to the Video Coop. In a period of 12 weeks the people counter registered each week 500 individuals coming into the library. The secretary was requested to write a note to Norman French thanking him for correcting the sag in the sign.

Banks will have someone evaluate the counter which is downstairs.

The trustees went down to the children's room in order to interpret the plan submitted by a local carpenter for shelving. It was decided to ask Bill Henderson for creative ideas for comparison with the plan.

The next regular meeting will be at 1900 on Wednesday, March 6, at the Municipal Office Building.

Banks moved that the meeting be adjourned at 2031.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

BOYLSTON PUBLIC LIBRARY

Board of Trustees

January 23, 1991

The meeting was called to order by President Victor Delnore at 1900. Those present were William Hays, Lee Ann Michelson, Florence Tobiesen and Carol Swiss, Library Director.

The treasurer's report revealed $12,334.77 in the checking account and $11,740.76 in the CD.

Carol Swiss reported that the children's programs will start next week. Don Parker insulated the chimney to stop the draft. Paula Peterson received a new chair to alleviate back problems.

Swiss asked the trustees to approve $1,000 for the Public Library Association Convention. William Hays moved we authorize expenditure of up to $1,000 for travel, meals and hotel for four days in San Diego on March 20-23, 1991. This was voted favorably.

Lee Ann Michelson made a motion to approve the budget as presented by the Library Director. This was voted.

The next meeting will be Wednesday, February 6, 1991 at 1900.

The meeting was adjourned at 2012.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Clerk

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

BOYLSTON PUBLIC LIBRARY
Board of Trustees
December 5, 1990

The meeting was called to order at 1905 by President Victor Delnore. Those present were Betty Bouchard, William Hays, Lee Ann Michelson, Florence Tobiesen, and Carol Swiss, Library Director. Joan Banks was absent.

Betty Bouchard moved that the secretary's report be approved. This was so voted.

Lee Ann Michelson revealed that the checking account balance is $12,265.11, and that the CD was "rolled over" at an interest rate of 7-3/4% in the amount of $11,713.40.

Carol Swiss reported that Santa Claus will be here Saturday, December 8. The staff Christmas Party will be Saturday, December 15, from 10 to 2. Trustees are welcome.

The reception honoring former trustees and volunteers in November was well attended and considered to be a huge success by everyone who was there.

The Chilren's Room needs additional shelving. A price of $250 was submitted by Bill Henderson. The trustees retired to said room to survey the situation and made several suggestions. Rosemary Wolfe, Children's Librarian, will make her recommendations known to the trustees at the next meeting.

It was decided to have the January meeting on the 9th, the second Wednesday of the month.

The meeting was adjourned at 1950.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
November 7, 1990

Victor Delnore, president, called the meeting to order at 1912. Joan Banks, Lee Ann Michelson, Florence Tobiesen, and Carol Swiss, Library Director, were present. Betty Bouchard and William Hays were not.

Banks moved that the secretary's report be approved as recorded This was voted.

The treasurer's report revealed a balance of $12,202.57 in the checking account and $11,639.26 in the CD.

Swiss mentioned that the art exhibit on October 10 was a success, but that it was not well attended. She had been to a CRAC meeting in Gardner.

The counter in the staff lounge is Town property. Banks made a motion that we should offer it to all departments in Boylston, and if no one wants it, we should sell it. This motion was passed.

The rest of the meeting was devoted to making plans for the reception honoring former trustees and volunteers on Monday, November 26. It was decided to serve coffee, tea, and a non-alcoholic punch along with fruit, cheese, and other food provided by the trustees.

Banks moved that we adjourn the meeting at 2020. This was done.

The next meeting is Wednesday, December 5.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
October 3, 1990

The meeting was called to order by Victor Delnore, president, at 1909. Those present were Joan Banks, Betty Bouchard, Lee Ann Michelson, Florence Tobiesen, and Carol Swiss, Library Director. William Hays was absent.

Joan Banks moved that the secretary's report be accepted as recorded. This was voted favorably.

The treasurer's report was as follows: Checking, $12,056.39; CD $11,563.15.

The MLPA will be held Saturday, November 3, in Marlboro. The cost is $35 per member. There will be a Town Meeting on Monday, December 3, 1990. The Art Exhibit will be held in the library on Thursday, October 18, 1990.

Betty Bouchard moved that we have a reception to honor former trustees and volunteers on Monday, November 26, 1990, from 1900 to 2100. This was voted unanimously.

Carol Swiss announced that Amnesty Week cost $36.00.

The meeting was adjourned at 2020.

The next meeting will be on Wednesday, November 7, 1990.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen, Secretary

[illegible] PUBLIC LIBRARY
Board of Trustees
October 5, 1970

Victor Minore, president, called the meeting to order at 8:10. Those present were Jean Banks, Betty Bouchard, William Hays, Lee Ann Nicholson, Florence Robinson and Carol Kiser, Library Director.

The secretary's report was accepted with minor corrections upon motion by William Hays.

Lee Ann Nicholson, treasurer, reported that we have $11,[illegible].66 in the General Fund, $[illegible].37 in the checking account.

Carol Kiser informed us that there was an unusual amount of sickness among the staff this past summer, and that Rita Miller had worked student 20 hours a week for five or six weeks. The secretary was asked to write her a thank you note for her services. Nicholson moved that we also give her a gift certificate for $35 at the Book Corner. This was voted and Betty Bouchard will obtain the certificate.

Bouchard moved that we decide on the color of the rug with the international library symbol to be purchased for the entryway. Four votes were cast for gold, one for blue, and one person abstained. Gold it is.

Minore volunteered to purchase two 50' garden hoses for a nozzle in order to make it easier for the Garden Club to water the flower beds. He also seeded the bare spots in the lawn with great success.

Clarke Miller will give us a price on the shutters which need to be replaced due to vandalism.

Hays made a motion that we authorize an expenditure of up to $35 for new metal racks in the parking lot, each one costing about $21.50. The motion was carried.

Jean Banks moved that we donate $10 to the Living Memorial Tree Fund for Philip Arpento for his committe service as selectman and assessor. This was voted favorably.

Florence Robinson moved that we keep the monthly meeting of the trustees to the first Wednesday of the month at 8:00. This was accepted. The next meeting will be Wednesday, October 3, 1970 at 8:00.

The meeting was adjourned at 9:05.

Respectfully submitted,

Florence Robinson

Florence Robinson, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
June 6, 1990

The meeting was called to order at 7:05 pm. Present were Joan Banks, Betty Bouchard, Victor Delnore, William Hays, Florence Tobiesen and Library Director, Carol Swiss. Lee Ann Michelson could not attend due to illness.

The May minutes were approved as written. Motion: J. Banks Second: W.Hays

CORRESPONDENCE:

Policy from the Board of Library Commissioners re reciprocity of library priviledges w ith towns whose voters turned down support for their library's continued services. Those towns will be denied those priviledges.

Thank you note from Carol for plant from Board in memory of her mother.

LIBRARIAN'S REPORT:

Carol's Annual Report was accepted as written and with appreciation for her continued high level of service.

There was no Treasurer's Report due to Lee Ann's absence.

ELECTION OF OFFICERS:

Chair: V. Delnore Motion: J. Banks Second: B. Bouchard
Vice Chair: W. Hays Motion: J. Banks Second: B. Bouchard
Secretary: F. Tobiesen Motion: J. Banks Second: W. Hays
Treasurer: Lee Ann Michelson Motion: V. Delnore Second: B. Bouchard

OLD BUSINESS:

It was voted to authorize Carol to plan and carry out an Amnesty Week.
Motion: V. Delnore Second: J. Banks

Carol will order three "Library" street signs with national library logo and arrows and talk to Don Parker re installing them. One will be placed at French Drive and Route 70, the other two at the junction of 140 and70.

NEW BUSINESS:

Carol will research availability of pictures of former trustees to display for Year of the Trustee.

Trip to Lincoln Library to see new addition confirmed.

Grass needed to fill in bare spot on front lawn. Betty or Joan will ask one of their sons to do it.

The meeting adjourned at 8:20 pm. Motion: J. Banks Second: V. Delnore

Next meeting: September 5 at 7:00 pm.

Respectfully submitted,

Betty L. Bouchard

Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
May 2, 1990

The meeting was called to order at 7:05 by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, Lee Ann Michelson and Library Director, Carol Swiss. William Hays was absent.

The April minutes were approved after correction of Town Meeting date (April to May).
Motion: V. Delnore Second: L. Michelson

CORRESPONDENCE:

Letter from Board of Libary Commissioners re policy statement that towns who have imposed unwarranted and disproportionate reductions in FY91 library operating budget will not be certified for the LIG/MEG or other federal or state grants administered by the Board. Also, residents of these towns would be denied borrowing and other services at neighboring libraries.

TREASURER'S REPORT:

With change from Money Maker to Wall St. Checking, account now receiving 7.125% interest.

4/3/90: Checking account balance: $12,956.13
4/30/90: CD balance: $11,194.72

LIBRARIAN'S REPORT:

- "Robin Hood" presented at Town House for children's program.
- Library now hooked up to cable system.
- Carol attended meeting in Holden re cable. Greater Media geared primarily toward Worcester Public Library and how local media can help with financial problems.
- Annual meeting will be held at Barlin Acres on May 11. Board voted to pick up cost of meeting for all Board members and Library Director.

Motion: J. Banks Second: V. Delnore

- Inventory progressing slowly. Tentative date for completion of adult books is June 30.
- Lucille Hicks of Wayland running for state representative; is pro-library.
- Snake in Children's Room taken care of.
- Flyer for mailing has gone out. Library invitation ready to pass out at Town Meeting.
- New Lincoln Library extension worth seeing. Board decided to make a special trip on June 25.

OLD BUSINESS:

Joel Bradford and Joe St. Francis are interested in videotaping library activities. They will contact Carol for direction. Passing thought; should the Library have a camcorder for loan?

NEW BUSINESS:

According to Town Meeting warrant, Library budget raised from 3% to 4.8% in salaries and wages.

Meeting adjourned at 8:20 pm. Motion: J. Banks Second: L. Michelson

Next meeting: June 6 at 7:00 pm.

Respectfully submitted,

Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
April 4, 1990

The meeting was called to order at 7:02 pm by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, William Hays, Lee Ann Michelson and Library Director, Carol Swiss. Friends' representatives, Elaine Nelson, Ann Rossow and Joyce Greenfield were also present.

CORRESPONDENCE:

- MLA questionnaire for candidates for governor and lieutenant governor received on how they feel about libraries--budgetary actions, how they would improve quality or enhance library services, etc.
- Notification of a leader's conference to be held in Washington DC in July. Application to be a leader will be posted in the Post Office and Town Office building. Deadline to apply is end of May.

LIBRARIAN'S REPORT:

- Three forms to sign for bond. One will be sent to Fidelity, one to our agent and one will be kept at Library.
- There is no refund for the months between Dwight's leaving and Lee Ann's appointment. The cost of the bond comes out of the Town's budget.
- The new children's programs have started this week and are being enthusiastically received. Sue Fisher, former Boylston art teacher, is presenting a special art program sponsored by the Arts Lottery, and it is a roaring success.
- Carol has done a couple of staff evaluations per Personnel Committee requirements for upgrading.
- When Paula was away, Carol found it difficult to keep up with administrative duties because of the constant demand for her attention at the desk. Perhaps a volunteer could be found to help out whenever a similar situation is expected.
- The Region will be providing a body-counter in July which is a fairly busy time at the library.
- Cable: a simple announcement has been put on local access channel about Library's services; Carol has left message with Cable Commission that Library would like to be hooked up; after lengthy discussion of doing a videotape of the libray, it was decided to look into the possibility of a high school or college student making a tape for course credit. Betty will investigate and report back.
- There has been a 35% increase in circulation in the past five years. over the past two years (Mar. '88 - Mar. '90) the children's circulation has increased 65%, adults, 20%.
- Carol called attention to the announcement in "Cracker Crumbs" of the annual meeting on May 11 to be held at Barlin Acres.

FRIENDS:

- Ann and Elaine reported that the Friends thought library PR was a great idea. The library is a place to come to meet people and feel a part of the community which is especially beneficial to newcomers.

-Museum passes have been very popular; their availability should be added to PR list.

-Bill moved that we make up a handout for town meeting emphasizing statistics and library services. Joan and Florence will do.

Motion: W. Hays Second: V. Delnore

-Ann, Joyce, Lee Ann, Carol and Betty will meet to finalize PR newsletter on Monday, April 9. It will be sent out by May 1 to reach townspeople before town meeting on April 14.

There was no old business.

NEW BUSINESS:

Bill will have stickers made up for ballot for town election.

The meeting adjourned at 8:37 pm.

Motion: W. Hays Second: L. Michelson

Next meeting: May 2 at 7:00 pm.

Respectfully submitted,

Betty L. Bouchard

Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
March 7, 1990

The meeting was called to order at 7:30 by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, Lee Ann Michelson and Library Director, Carol Swiss.

From 7-7:30, Carol conducted a hands-on training session for the Trustees on how to use the Fax machine.

The February minutes were approved as written.
Motion: J. Banks Second: V. Delnore

CORRESPONDENCE:

- Second draft of Long-Range Planning for 1991-1996 re library services and construction grants received.
- Annual report of Region from CMRLS received as well as a report on FY'89 targets.

TREASURER'S REPORT:

- Demoorjian bequest has been put into two-year CD at WCIS.
- Checking balance: $12,977.85 as of 3/7/90

LIBRARIAN'S REPORT:

- Substantial amount paid out for fuel delivery, new hot water tank and faucet replacement.
- Friends have greeting cards available in Library as fund-raiser.
- Jim Sullivan, Library Director from Barre and poet, charmed the Book Club members at their meeting on March 1 with a witty analysis of his life and poems.

OLD BUSINESS:

Lee Ann has filled out application for bond which covers the individual not the office. $100 provides $20,000 coverage.

NEW BUSINESS:

- Ways to promote the Library's value to the Town were discussed. It was decided to invite the officers of the Friends to the April meeting to see how they might become involved. Betty will send a written invitation.
  Motion: L. Michelson Second: J. Banks
  It was also moved and approved to put out a special newsletter in April before the Town meeting to highlight all the services the Library provides to the Town.
  Motion: L. Michelson Second: J. Banks
- Because the Friends are an important part of the Library's effectiveness, it was decided to invite its officers on a regular basis to the Board's annual meeting in June to review the year's activities and accomplishments.
  Motion: B. Bouchard Second: L. Michelson

The meeting adjourned at 8:35 pm.
Motion: B. Bouchard Second: V. Delnore

Next meeting: April 4 at 7:00 pm.

Respectfully submitted,

Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
February 21, 1990

The meeting was called to order at 7:03 pm by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, William Hays, Lee Ann Michelson and Library Director, Carol Swiss.

The January minutes were approved as corrected.
Corrections: The spelling of Michelson and Hays
Lee Ann was nominated for Treasurer by Joan Banks. Joan was not a nominee.

CORRESPONDENCE:

- Announcement from CMRLS re its Spring 1990 Area Discussion Group Meetings in April and May. Topic of discussion: legislative programs.
- Memo from Selectmen's Office re Special Town Meeting on March 19, 1990 and deadlines for submitting articles for warrant.

TREASURER'S REPORT:

CD BALANCE:	$10,985.81	as of 2/21/90 (compounded interest 7 3/4 %)
CHECKING BALANCE:	12,911.00	as of 2/12/90
TOTAL:	$23,896.81	

Lee Ann will switch from Money Maker to Wall Street checking which has a higher interest rate. The Demoorjian bequest of $5000 needs to be invested. Motion passed to put it into a two-year CD at WCIS. MOTION: V. Delnore SECOND: W. Hays

LIBRARIAN'S REPORT:

- Broken chairs have been repaired by Stanley Askalis at no cost to the Library. A note of appreciation will be put in the next Newsletter.
- The lights in front of library and parking lot have been switched. Illumination of parking lot much improved.
- Children's programs resumed at end of January.
- 35% increase in children's circulation over last five years. Circulation for adults is up as well.
- Met with Personnel Committee. Library is only department to come in at 3% ceiling.

OLD BUSINESS:

Budget: The Board will meet with the Finance Committee on February 28 to discuss. Bill expressed concern re cutting cost of bonding from budget. The Board would be remiss in its obligation to safeguard the Trust Funds. Lee Ann will check to see if Town has insurance to cover the Library's Treasurer. Carol will double check on the amount covered by the $100 bond.

NEW BUSINESS:

Be prepared for Finance Committee meeting.

A motion to reinstitute the regular meeting schedule was deemed unnecessary as the change in the February meeting date was purely temporary due to unexpected circumstances.

The meeting adjourned at 8:05 pm. MOTION: J. Banks SECOND: W. Hays

Next meeting: March 7 at 7 pm.

Respectfully submitted,
Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
January 17, 1990

The meeting was called to order at 7:02 pm by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, Lee Ann Michaelson, and Library Director, Carol Swiss. William Hayes was absent.

The December minutes were corrected to read Dwight Smith's being noted present as a regular member at the December meeting, not a visitor. Motion: Joan Banks Second: Lee Ann Michaelson.

CORRESPONDENCE

- Notification from Mass. Board of Library Commissioners of the award of state aid (SA):

Municipal Equalization Grant (MEG)	1265.41
Incentive Grant (LIG)	1765.00
	3030.41 Total

The check was mailed to Town Treasurer. Money will be used for books, periodicals and AV materials although it is not restricted to these things.

- Letter from Westford Library Director re details of their 5-year plan for a new addition.

ELECTION OF TREASURER

- Lee Ann Michaelson and Joan Banks were each nominated. Joan Declined. Lee Ann agreed to accept nomination. Secretary cast one ballot and Board voted unanimously in favor.

LIBRARIAN'S REPORT

- State construction grants not available to libraries named to receive them because of state fiscal problems.
- MLA Newsletter - article on the design of Lincoln Library's new extension. Rosemary and Paula attended the Mass. Library meeting and reported especially informative sessions.
- All board members now receiving "Crackerbarrel."
- Fuel budget - have spent twice as much this year as last due to cold December, but with milder temperatures in January, fuel account should be okay.
- There is a leak in the hot water tank. Wagner has given a figure of $300 for a new, 10-gallon tank. Carol will handle problem.
- Received an estimate from Stanley Prybyla on floodlights for parking lot. Seemed high. Brad White said Town could exchange light in front for a smaller one and put larger one in place to illuminate parking lot at a cost of $7/month. Carold will check further.
- Children had visit from Santa on December 9.
- Fund-raising meeting announcement

OVERDUE PRACTICES SURVEY - Lee Ann Michaelson

Lee Ann presented a three-page report and explained information contained within. Basically, overdue policies vary greatly from town to town with many libraries not charging fines and others charging very little. Boylston's fine structure seems to be working okay. Patrons not complaining about raise in fees. Board will stay on top of situation and re-evaluate from time to time.

BUDGET

Board voted to accept budget as presented. Motion: Victor Delnore Second: Joan Banks

The meeting adjourned at 8:46 pm. Motion: Victor Delnore Second: Betty Bouchard

Next meeting: February 21 at 7 pm.

Meeting with Finance Committee: February 28 at 7 pm.

Respectfully submitted,

Betty L. Bouchard, Secretary

Betty L. Bouchard

Co[illegible]ications Party
[illegible]leo Festival

[illegible]ay 12 May
8 PM

[illegible]ew location:

[illegible]LKS Lodge
[illegible]ll St., Worcester

⇒ The Com[illegible]tudent Concerns Committee is presenting awards to [illegible]udents videos

⇒ Entertain[illegible]by WSCW DJs Rick and Tez

⇒ Cash Ba[illegible]es

Tickets are [illegible]e purchased from the Communications secretary, Peg Ge[illegible]06a, or from Katie Klipstein or David Morin